



Version

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FARM SERVICE AGENCY

GIS Training Material

2006 Land Use

Application User Guide

GIS TRAINING MATERIAL

2006 Land Use Application User Guide

Farm Service Agency, USDA
South Building, 6959
Washington D.C. 20250

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I. General Information

Description

The Land Use Application is a GIS Tool which allows the user to conduct crop reporting using the existing CLU layer. It will help FSA employees to gather crop reports digitally using the replicated common land unit layer with current field boundaries. The FSA employee will be able to select, identify, and integrate crop data within a geospatial application in the CCE environment. This application will reduce the time the county office employee and producer will spend making acreage reports. The Land Use application will accomplish the following functions:

- Determine compliance with farm programs
- Verify compliance with HEL and WC provisions
- Collect data for FSA and other Federal Agencies
- Determine eligible producers for loans and LDPs
- Determine crop and producer eligibility for NAP

For policy questions regarding the Land Use Application please refer to 2CP.

II. Important Guidelines

1. The **Land Use Admin Tool- Data Creator** **must be run once per Service Center** prior to using the Land Use application. See the section in this document called **Operating the Land Use Admin Tool** for details.
2. Review each farm with the producer using the CLU Maintenance Application or print the map of the farm and review it with the producer to ensure the farm is properly constituted.
3. Ask the producer what crops they intend to report. If any of these crops are not on the crop default table, they need to be added to the crop default table in the System 36.
4. Ask if there are any deductions such as; turn rows, skip rows, missing trees, etc.
5. Ask if there are any new producers on the farm.
6. The Land Use Application will not allow the user to select a producer that does not have a permanent ID. The user has the following options to take an acreage report using the Land Use Application:
 - Obtain a permanent ID for the producer.

- Load the acreage report for the farm for the producer with a Temporary ID through the System 36.

III. System Requirements for Installing and Using the Land Use Application

- Computer workstation running Windows NT or XP
- Workstation screen resolution set to CCE standard (1024 x 768)
- ArcGIS 8.3
- IBM AS400 Client Access Express
- Arc GIS Land Use Application
- ArcGIS CLU Maintenance Tool
- Certified CLU shape file(s)
- CLU shape file(s) loaded as ArcSDE feature class data set(s) using the ArcGIS Data Loader
- Land Use geospatial data templates created using the Land Use Admin Tool
- Mr SID Imagery in the standard folder (f:\geodata\ortho_imagery) with the standard file name (ortho_e<a-a>_<stnnn>.sid where 'a-a' is the number-total tiles for county and 'st' is the state abbreviation and 'nnn' is the county fsa code)
- All CLUs administered by the County must be part of that County's CLU shape file
- CCE Server with SQL Server, ArcSDE 8.3, and ArcGIS application set up
- AS400 modules in library on current release level
- Access to SCIMS Web Service in USDA Web Farm
- Access to Farm Records Web Service in USDA Web Farm

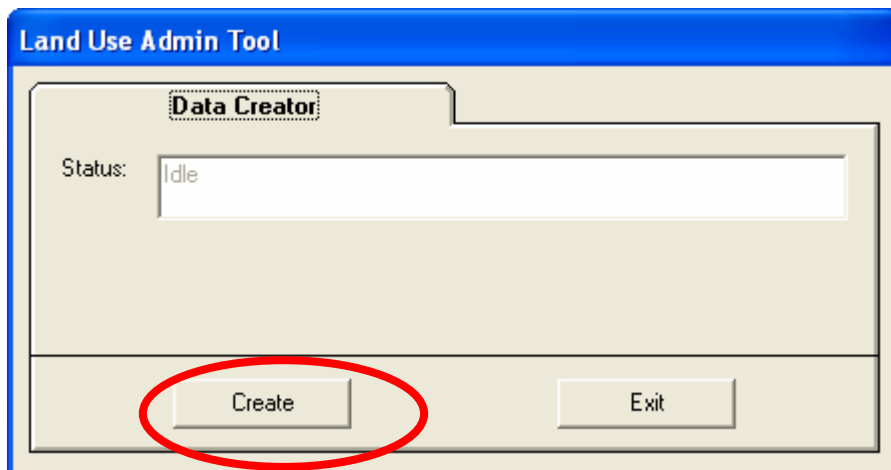
Annually update the Crop Default Table on the System 36 before running Land Use. If any crops are to be reported using the Land Use Application that are not on the default table, they must be added to the table first.

IV. Operating the Land Use Admin Tool

The **Land Use Admin Tool** must be run once per Service Center prior to using the Land Use application. This tool allocates space in the database for each county that was successfully loaded by the ArcGIS Data Loader. Perform the following steps to run the **Land Use Admin Tool**:

1. Click on “**Start**”; click “**Programs**”; click “**USDA Applications**”; click “**Common Land Unit**”; and then click “**Land Use Admin Tool**”

2. A login screen will appear: Type in the **Password** for the SDE account and press **“OK.”**
3. After the Password has been verified, a dialog screen will appear for the **Data Creator**. Click on the **“Create”** button to initiate the data creation process.



4. After processing the data a message box will appear stating whether the process was successful or not. It will also identify how many counties either succeeded or failed during the load process. Press the **“Yes”** button to view the report. Read the report to verify that all counties were loaded successfully.
5. If you desire to review the report at a later date, the reports are stored in the following location:

C:\Program Files\USDA\FSA\ArcGIS\ land_use \logs

V. Land Use Application

Starting the Land Use Application

Start ArcMap by clicking on the start menu and selecting “All Programs, ArcGIS, ArcMap”. The option to use the Land Use (Crop Reporting Application) automatically becomes available in the opening dialog when ArcMap is started. The user may wish to create a desktop shortcut for ArcMap, which can be accomplished by following the procedure below.

Select the Start Menu > All Programs > ArcGIS > ArcMap or shortcut

Opening the Land Use Application

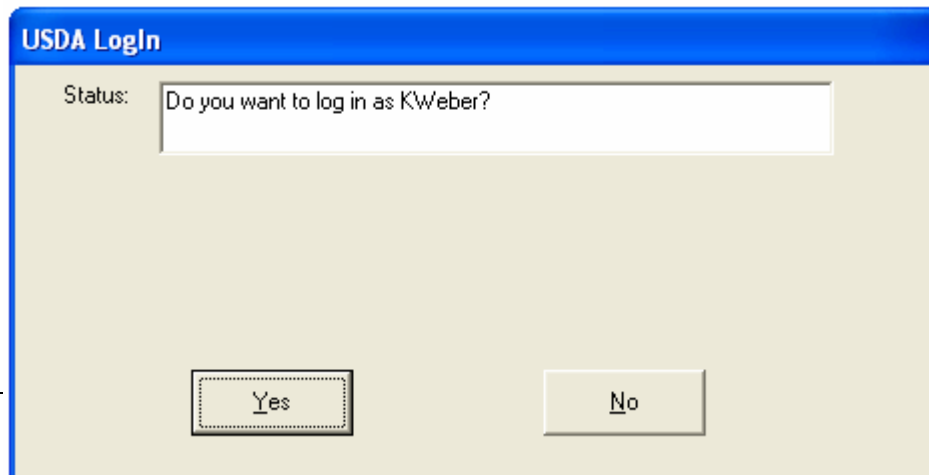
Click the “**Crop Reporting**” option in the start up menu. If you forget to select crop reporting, close the next screen and do not save the changes.



Select “**Start Using Arc Map**” Button.

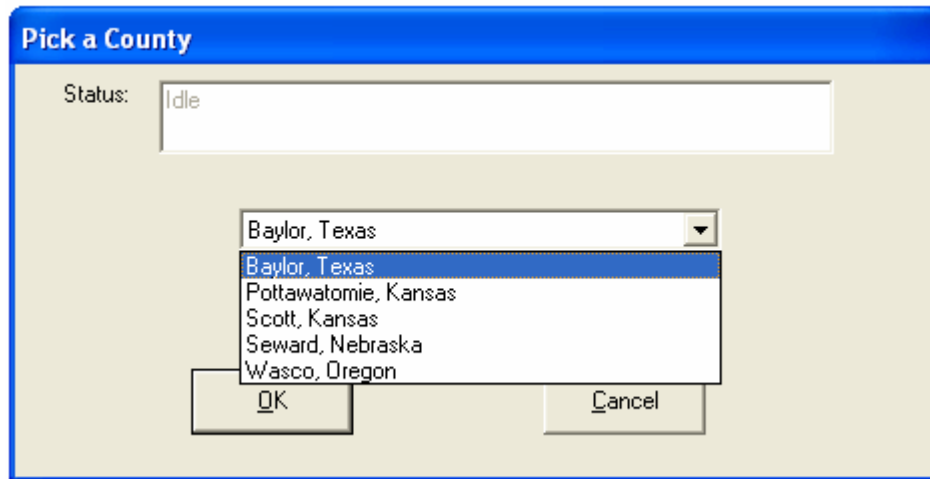
Logging in

The USDA login screen prompts the user to log in to the Land Use Application using the Windows XP user name and password that is currently in use. If the user’s name is not displayed in the dialog box, select “**No.**” The user must then log on to Windows with their CCE established user name and password in order for their user name to be displayed properly in the USDA Login window.



Select a County to Report

Select the appropriate county for crop reporting and click the “**OK**,” button to move to the next step. Every county administered in the service center will be displayed in this dialog.

A screenshot of a software dialog box titled "Pick a County". At the top, there is a "Status:" label followed by a text field containing the word "Idle". Below this is a dropdown menu currently showing "Baylor, Texas". The dropdown is open, displaying a list of counties: "Baylor, Texas", "Pottawatomie, Kansas", "Scott, Kansas", "Seward, Nebraska", and "Wasco, Oregon". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Once the county is selected, the following screen will be displayed. This dialog will allow you to log in to the AS/400. This password is generally 8 alphanumeric characters and the first character is always a letter.

A screenshot of a software dialog box titled "AS/400 Login". It contains two input fields: "Login" and "Password". Below these fields is a "Continue" button.

NOTE: The system will not connect to the AS/400 at this time. The AS/400 username and password are saved using this dialog. The Land Use application uses this username and password for connecting to the AS/400 only when records are sent, deleted, or certified. If the username and password information is incorrectly entered at this point, the user will not be prompted to re-enter their information until a send, delete, or certify is attempted. If the user is prompted continually for a login and password and is unable to access the AS/400, try logging in directly to the AS/400 to make sure the password has not expired.

The image shows a web application interface for the USDA Crop Reporting Tool. At the top left is the USDA logo. The main header area features a large aerial photograph of a rural landscape with a prominent pond, overlaid with the text "Crop Reporting Tool" in a large, white, sans-serif font. Below the header, there is a form section. On the left, the text "Program Year:" is followed by a dropdown menu currently displaying "2005". To the right of the dropdown is a rectangular button labeled "Search".

USDA

Crop Reporting Tool

Program Year:

2005

Search

Select the appropriate program year and click the “Search” button to access the SCIMS Customer Search Page. This will allow the application to interface with the SCIMS database to select a producer. The user may need to size the screen to see the search button. This is done by dragging the line separating the map view from the form.

SCIMS/Farm Records Web Interface

Customer Search

USDA Service Center Information Management System
Customer Search Page

Location State: TEXAS Service Center: ALL SERVICE CENTERS

National Search: ☐ Service Center Details

Type
☒ Individual ☐ Business ☐ Both
Active ☒ Active and Inactive ☐

Name
☒ Starts With ☐ Exact Match
Last or Business:
First:

Tax ID
ID:
ID Type: Select One
☒ Whole ID

Other
Common Name:
Zip Code:
Phone No:

Search Reset

Selecting a Producer

The state and service center fields will automatically populate if this information was entered on installation of the tool. The Site ID for a service center can be found on the County Office link located on the FSA home page entitled “Find a Local Office”. If these fields do not automatically populate, the user must select the state, service center manually.

To search for a producer, “Type” and producer’s “Tax ID” number and “ID Type” or the producer’s name must also be entered in the appropriate fields. Select “**Search**” and a list of names will be displayed. Then select the correct producer from the list. If the desired producer is not displayed, make sure you have entered the correct information on the SCIMS screen. If the producer is not in SCIMS, then the producer must be added to SCIMS and then added to the farm before an acreage report can be taken. If the producer is in SCIMS and not associated with the farm, then the producer must be added to the farm.

Note: The quickest way to search producer information is to click National Search and use the Tax ID method by entering an ID, selecting “Tax ID” under the “ID Type” drop down menu, and then selecting “Search”.

Note: If a farm has an associated producer with a temporary ID and you want to give this producer a share of a crop; then the farm will have to be loaded using the System 36. The Land Use Application will not display temporary producers in the “Shares” dialog.

Displaying a Tract

Double click on a farm number, or click on the “+” next to a farm number to display the available tracts for that farm.

Begin Reporting

To begin reporting, select a tract by clicking on the tract number. The map will zoom to the selected tract and CLUs.

The user then has the option to select one of the following buttons that represent the main Land Use functions.

Crop Reporting

“**New,**” allows the user to create a new report

“**Revise,**” allows the user to edit or revise a crop report

“**Farm/Tract Delete,**” allows the user to delete all crop reports on a farm/tract.

“**Field Delete,**” allows the user to delete an individual crop report for a field or sub-field

“**Close,**” allows the user to close the crop reporting session

Zero Acreage Report

“**New,**” allows the user to create a new zero acreage report.

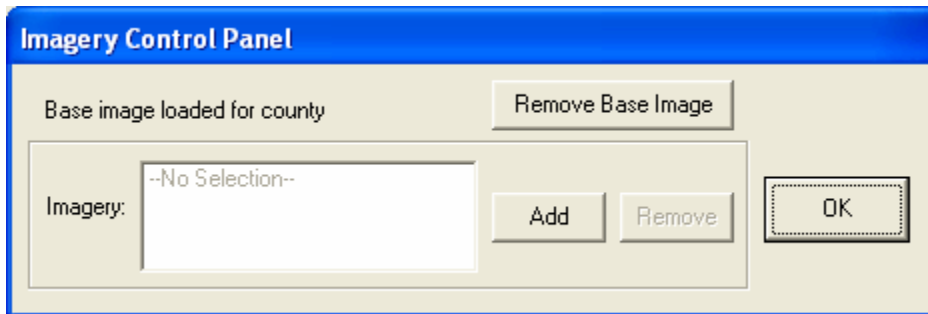
“**Revise,**” allows the user to edit or revise a zero acreage report.

“**Delete,**” allows the user to delete a zero acreage report.

Adding other imagery



Use the add imagery button to bring in other imagery such as NAIP. The additional imagery will overlay the original base imagery loaded by the application. The base imagery may also be removed from the project by clicking on the “**Remove Base Image**” button.



Color Scheme

The color of the line work displayed in the data frame represents the current status the fields within a tract as explained below.

Green indicates the CLUs for the tract.

White indicates fields that have no crops currently reported.

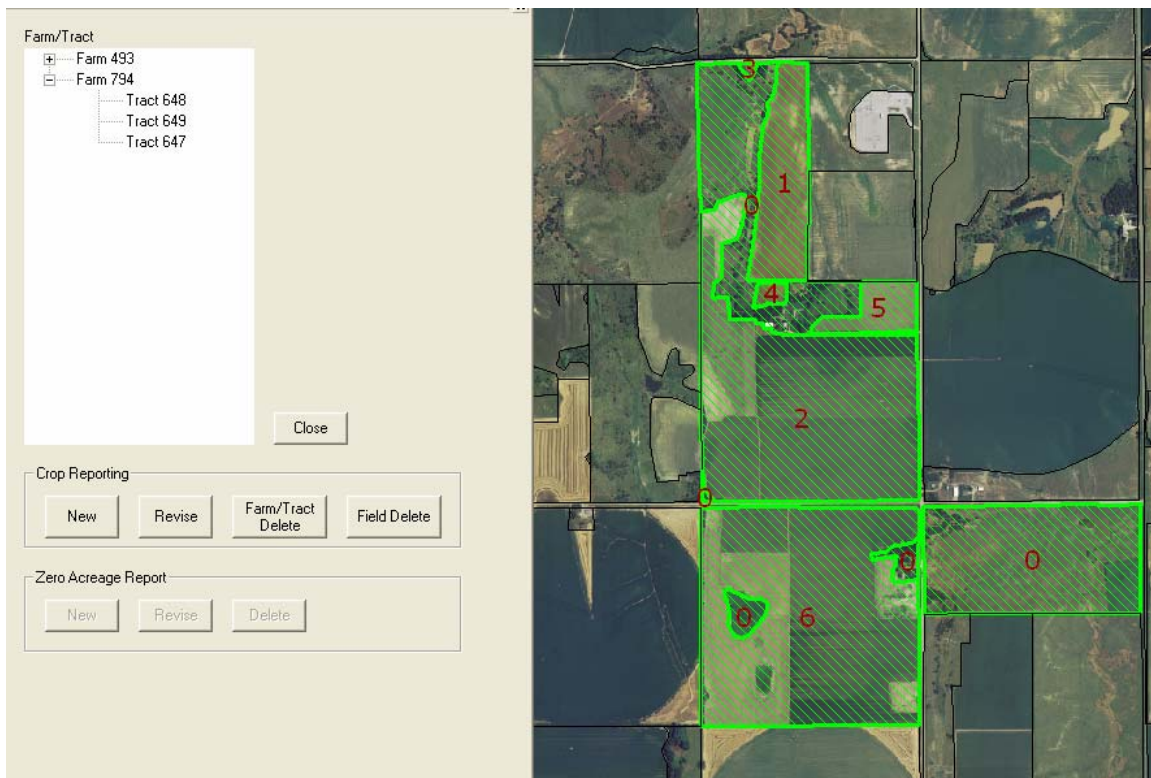
Red indicates a crop report has been taken on the field.

NOTE: Fields will only remain red for the same day on which they were reported. After this time, the boundary lines for reported fields will revert to white.

Yellow indicates that a CLU has been selected for reporting.

Blue indicates that two crops have been reported on the field.

NOTE: Fields will only remain blue for the same day on which they were reported. After this time, the boundary lines for reported fields will revert to white.

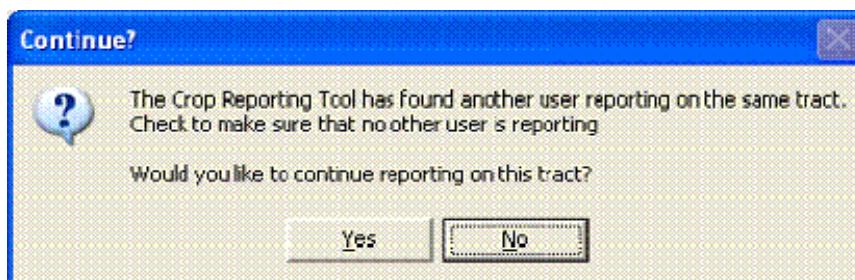


VI. Creating New Crop Report

Beginning a New Crop Report

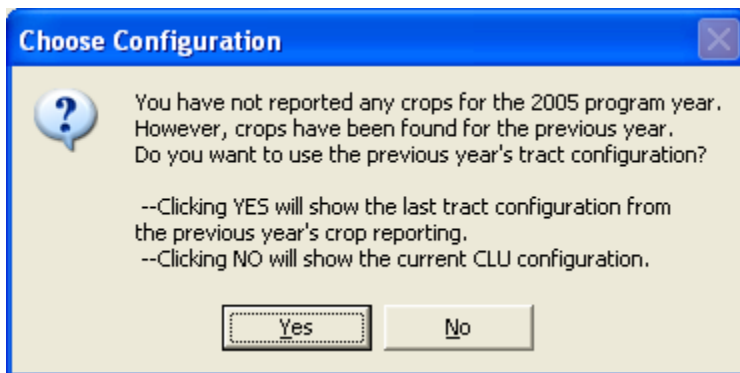
To create a new crop report, select the “**New**” button. The crop reporting tab will become active. The user will collect the crop data from the producer and enter the data from the appropriate dropdown menu or use the Select Feature button to select the fields to be reported for the crop.

Warning: You must check to make sure that no one else is currently reporting on the same tract that you intend to report on prior to clicking the “New” button. The following message will be displayed if another user is reporting on the same tract.



If this message is received, double check to make sure no one is reporting on the same tract that you intend to report on. If you find that you have received this message in error, click “**Yes**” to continue reporting. If someone else is reporting on the same tract that you intend to report on, click “**No**” to stop reporting on the tract. This is extremely important because if multiple users attempt to report on the same tract simultaneously, errors will be generated within the data set.

The first time a new report for a particular tract is taken for a particular year, the user will be prompted to choose a tract configuration based on either the configuration from the previous year, or the current CLU configuration. Choosing “Yes” will return the splits and inclusions added during the previous year. Choosing “No” will return the current CLU layer with any modifications that may have been made using the ArcGIS CLU Maintenance Application.



Note: The year shown in this message box will change depending on the crop year being reported

After choosing a tract configuration, the “Crop Reporting” screen will be displayed. Once a crop configuration has been chosen, it will be in use for the entire crop year.

Note: If you currently have existing crop reports on a tract that you have recently edited using the ArcGIS CLU Maintenance Application, these changes will **NOT** show up in the ArcGIS Land Use Application unless all crop reports for that tract are deleted and re-reported.

Crop Reporting - John Jones Farm Number: 794 Tract Number: 649

File Help

Planting/Start Date: 12/09/2004

Crop Year: 2004

Crop:

Variety:

Intended Use:

Irrigation:

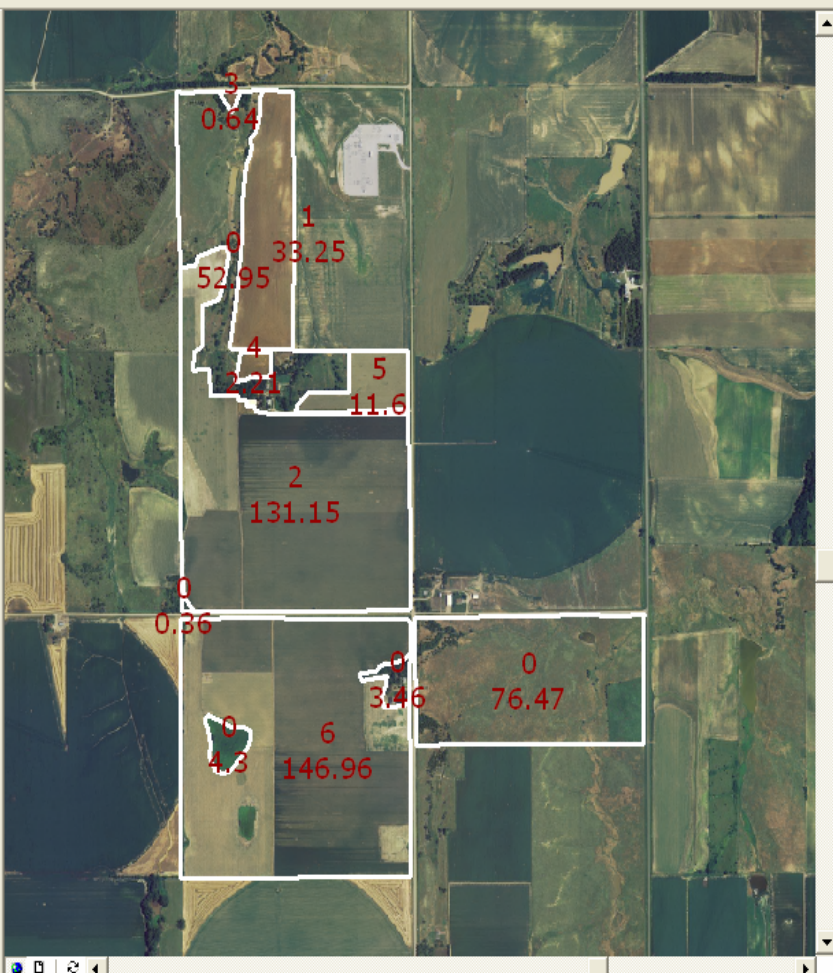
Crop Status:

Supplemental Status:

Reporting Unit:

< Previous Next >

Save Go To Field Reporting Cancel





Select Feature Button

Select field to Report

Use the “Select Feature” button to select a field by clicking inside the field. The selected field will then be highlighted in yellow. A field can be selected before or after the crop data is entered.

Note: If there are any sub-fields to account for, then the split function must be used to designate all sub-fields prior to reporting crops on the original field.



Choosing a Planting/Start Date

“Planting/Start Date” is used to designate the date the crop was planted. Do not use the default date unless it is the correct Planting/Start Date. Select the dropdown menu to navigate through the calendar and select the month and day for planting. The year will automatically be set based on the “Crop Year” as chosen earlier. Simply click on the date in the calendar drop down and it will automatically update the “Planting/Start Date” box on the Crop Reporting form, or type in the planting date in the format “MM/DD/YYYY”. 2-CP (Rev 15) Para. 78A.

The following crops and crop types do not require a plant date and will be defaulted to “01/01/1900”

Crops: fallow, turn rows, skip rows

Crop Type: native pecans, native grass

The screenshot shows the 'Crop Reporting' tab of a software interface. The 'Planting/Start Date' field is circled in red. To its right is a calendar dropdown menu for August 2005. The calendar grid shows the days of the month, with the 31st circled in red. Below the calendar, a red circle highlights the text 'Today: 8/31/2005'. The form includes several other fields: Crop Year, Crop, Variety, Intended Use, Irrigation, Crop Status, Supplemental Status, and Reporting Unit, each with a dropdown arrow.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 8/31/2005

Selecting a Crop Year

The “**Crop Year**” was selected before beginning the Crop Report and cannot be changed at this time. If you have chosen an incorrect Crop Year, end the crop reporting process by clicking “Cancel” and start over again using the correct crop year.

Crop Reporting	Field Reporting	Shares
Planting/Start Date	<input type="text" value="04/23/2004"/>	
Crop Year	<input type="text" value="2004"/>	
Crop	<input type="text"/>	
Variety	<input type="text"/>	
Intended Use	<input type="text"/>	
Irrigation	<input type="text"/>	
Crop Status	<input type="text"/>	
Supplemental Status	<input type="text"/>	
Reporting Unit	<input type="text"/>	

Selecting a Crop

The “**Crop**” selections come from the Crop Validation System (CVS) table. The CVS table list includes all crops in 2-CP Exhibit 10.5. The user can type the crop name or select the crop from the drop down. Crops selected must be on the System 36 Crop Default Table. If the crop selected is not loaded on the Crop Default Table, the crop will not be processed by the System 36. Make sure to add any crops to the Crop Default Table prior to reporting them using the Land Use Application.

The screenshot shows a web-based form titled "Crop Reporting" with three tabs: "Crop Reporting", "Field Reporting", and "Shares". The "Crop Reporting" tab is active. The form contains several input fields: "Planting/Start Date" (04/23/2004), "Crop Year" (2004), "Crop" (WHEAT), "Variety", "Intended Use", and "Irrigation". The "Crop" field is circled in red, and its dropdown menu is open, showing a list of crops: WAX JAMBOO FRUIT, WETLAND BANK RESERVE, WETLAND RESERVE PROGF, WHEAT (highlighted in blue), WILDLIFE FOOD PLOT, WOOL, YAM, and YU CHA.

Field	Value
Planting/Start Date	04/23/2004
Crop Year	2004
Crop	WHEAT
Variety	
Intended Use	
Irrigation	

Selecting a Crop Variety

The **Variety** options from the “Variety” dropdown menu are associated with the particular crop that has been chosen. The user can find the details of the Variety type from 2-CP Exhibit 10.5.

Note: The Variety type could be blank, depending on the CVS file, such as alfalfa.

The screenshot shows a web form titled "Crop Reporting" with three tabs: "Crop Reporting", "Field Reporting", and "Shares". The "Crop Reporting" tab is active. The form contains several fields: "Planting/Start Date" (04/23/2004), "Crop Year" (2004), "Crop" (WHEAT), "Variety" (SOFT WHITE SPRING WHEAT), "Intended Use", "Irrigation", and "Crop Status". The "Variety" field is circled in red, and its dropdown menu is open, showing a list of wheat varieties. The "SOFT WHITE SPRING WHEAT" option is highlighted in blue.

Field	Value
Planting/Start Date	04/23/2004
Crop Year	2004
Crop	WHEAT
Variety	SOFT WHITE SPRING WHEAT
Intended Use	
Irrigation	
Crop Status	

SOFT WHITE SPRING WHEAT
HARD AMBER DURUM WHEAT
HARD RED SPRING WHEAT
HARD RED WINTER WHEAT
HARD WHITE SPRING WHEAT
HARD WHITE WINTER WHEAT
SOFT RED WINTER WHEAT
SOFT WHITE SPRING WHEAT
SOFT WHITE WINTER WHEAT

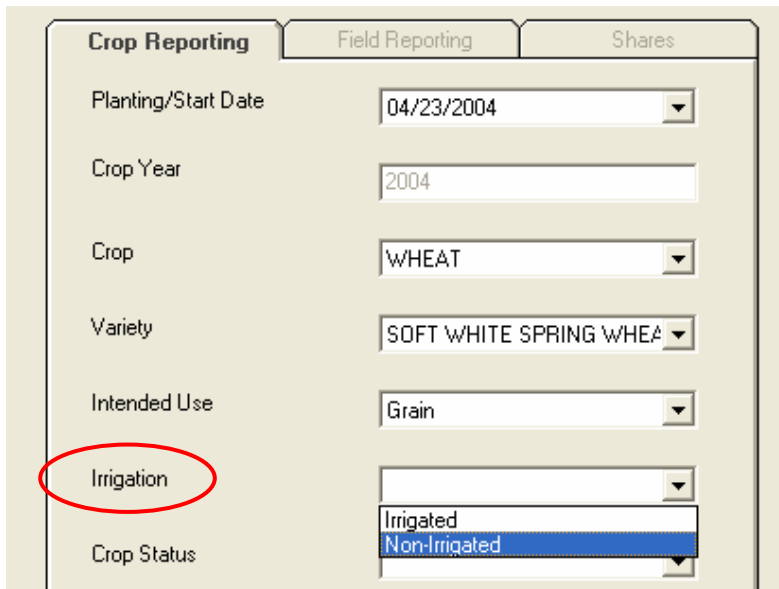
Selecting an Intended Use

Select the “**Intended Use**” from the dropdown menu. These options have been provided according to 2-CP exhibit 10.5.

Crop Reporting		Field Reporting	Shares
Planting/Start Date	04/23/2004		
Crop Year	2004		
Crop	WHEAT		
Variety	SOFT WHITE SPRING WHEAT		
Intended Use	Forage Grain Grazing Green Manure Left Standing Seed		
Irrigation			
Crop Status			

Selecting an Irrigation Practice

Select the “**Irrigation**” practice in use for the crops on the field that is being reported from the dropdown menu. The three types of Irrigation practice are **Irrigated**, **Non-Irrigated**, and **Other** (Other is for honey and maple syrup).

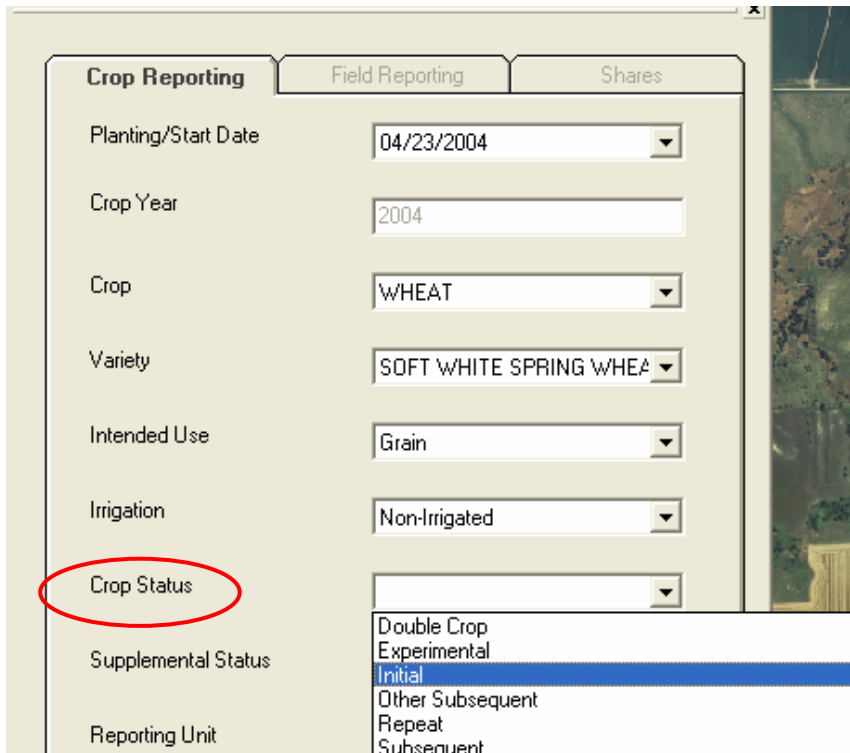


The image shows a software interface for crop reporting. It has three tabs: 'Crop Reporting' (selected), 'Field Reporting', and 'Shares'. Under the 'Crop Reporting' tab, there are several fields: 'Planting/Start Date' (04/23/2004), 'Crop Year' (2004), 'Crop' (WHEAT), 'Variety' (SOFT WHITE SPRING WHEAT), 'Intended Use' (Grain), 'Irrigation' (highlighted with a red circle), and 'Crop Status'. The 'Irrigation' dropdown menu is open, showing two options: 'Irrigated' and 'Non-Irrigated' (which is highlighted in blue).

Field	Value
Planting/Start Date	04/23/2004
Crop Year	2004
Crop	WHEAT
Variety	SOFT WHITE SPRING WHEAT
Intended Use	Grain
Irrigation	Irrigated / Non-Irrigated
Crop Status	

Selecting a Crop Status

Select the “**Crop Status**” from the dropdown menu. 2-CP (Rev 15) Exhibit 11

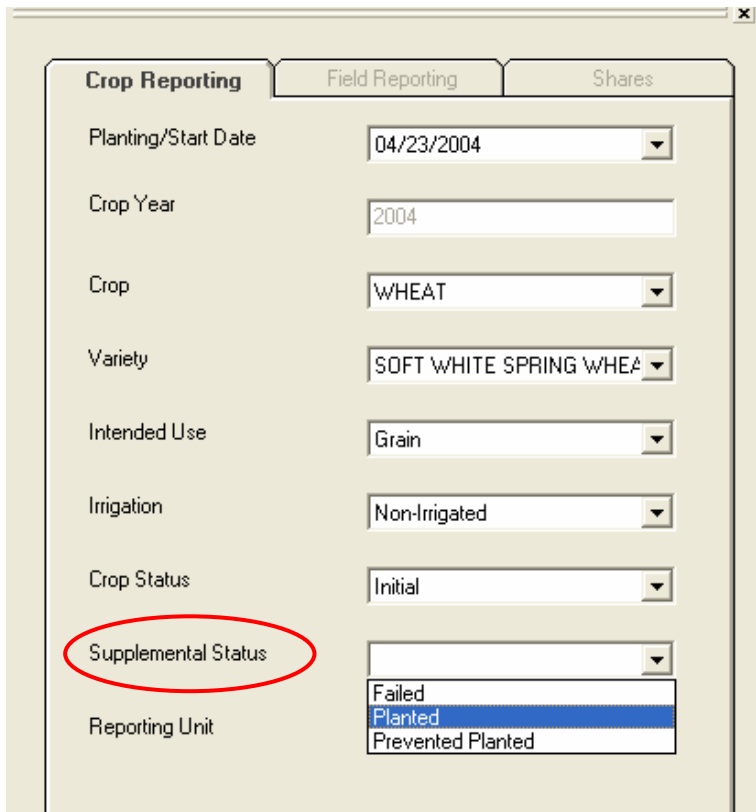


Crop Reporting		Field Reporting	Shares
Planting/Start Date	04/23/2004		
Crop Year	2004		
Crop	WHEAT		
Variety	SOFT WHITE SPRING WHEA		
Intended Use	Grain		
Irrigation	Non-Irrigated		
Crop Status	<div>Double Crop Experimental Initial Other Subsequent Repeat Subsequent</div>		
Supplemental Status			
Reporting Unit			

Note: “Initial” crop status should only be reported once per field/subfield for each program year.

Selecting a Supplemental Status

Select “**Supplemental Status**” from the dropdown menu. These status codes are associated with each individual crop. 2-CP (Rev 15) Para. 73

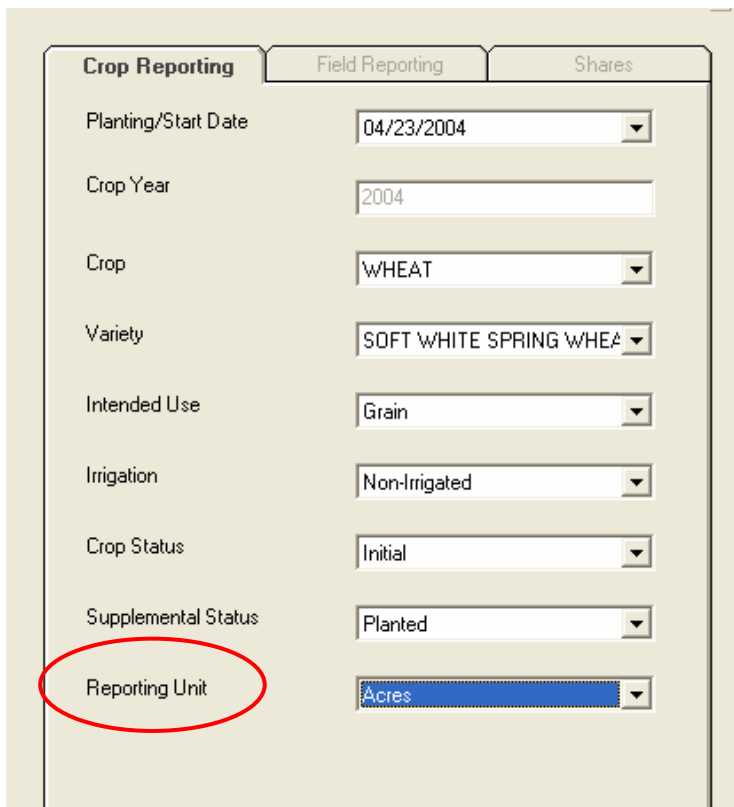


The screenshot shows a software window with three tabs: "Crop Reporting", "Field Reporting", and "Shares". The "Crop Reporting" tab is active. It contains several fields, each with a label and a dropdown menu:

- Planting/Start Date: 04/23/2004
- Crop Year: 2004
- Crop: WHEAT
- Variety: SOFT WHITE SPRING WHEAT
- Intended Use: Grain
- Irrigation: Non-Irrigated
- Crop Status: Initial
- Supplemental Status**: (highlighted with a red circle, menu is open showing Failed, **Planted**, and Prevented Planted)
- Reporting Unit: (empty)

Selecting Reporting Units

“**Reporting Units**” will default to acres for all crops, except for honey and maple syrup. Honey will default to hives, and maple syrup will default to taps.



The image shows a software interface for crop reporting. It features three tabs: "Crop Reporting" (selected), "Field Reporting", and "Shares". Below the tabs are several dropdown menus for data entry. The "Reporting Unit" dropdown is circled in red and currently shows "Acres".

Field	Value
Planting/Start Date	04/23/2004
Crop Year	2004
Crop	WHEAT
Variety	SOFT WHITE SPRING WHEAT
Intended Use	Grain
Irrigation	Non-Irrigated
Crop Status	Initial
Supplemental Status	Planted
Reporting Unit	Acres

Selecting a Field to Report

A field must be selected for the crop being reported prior to clicking the “Go to Field Reporting” button.

Use the select tool from the toolbar to select the field the crop is planted on. To select more than one field, hold down the shift key and select multiple fields by clicking on them. The user can also left click and hold the select tool to drag a rectangle around an area to select fields within the rectangle. A field that has been selected will contain a yellow dot fill.

Note: Once the Field Reporting Tab has been selected, a field cannot be split without canceling and starting over. The user can add another field by creating a new report or change field data that has been reported by revising a report. You can also cancel and start over.

The screenshot displays the 'Crop Reporting' software interface. The title bar indicates the user is 'John Jones' working on 'Farm Number: 794' and 'Tract Number: 649'. The interface is divided into a left-hand form and a right-hand map.

Form Fields (Left):

- Planting/Start Date:** 04/23/2004
- Crop Year:** 2004
- Crop:** WHEAT
- Variety:** SOFT WHITE SPRING WHEAT
- Intended Use:** Grain
- Irrigation:** Non-Irrigated
- Crop Status:** Initial
- Supplemental Status:** Planted
- Reporting Unit:** Acres

Buttons (Bottom Left):

- <- Previous
- Next ->
- Save
- Go To Field Reporting** (highlighted with a red circle)
- Cancel

Map (Right):

The map shows an aerial view of agricultural fields. Several fields are outlined in white and labeled with red numbers and values, indicating they have been selected or are part of the current report. The values include:

- 0.64
- 33.25
- 52.95
- 2.21
- 11.6
- 131.15
- 0.36
- 4.3
- 146.96
- 3.46
- 76.47

Finishing Crop Reporting

Once the user has made sure all fields are selected and splits are made for the deductions that have been reported for the crop; then select the **“Go to Field Reporting”** Tab.

VII. Field Reporting

Field Reporting allows the user to report on concurrent planting, official measuring, report quantity, and total current reported units.

The screenshot displays the 'Crop Reporting' software interface. The title bar indicates the user is 'John Jones' working on 'Farm Number: 794', 'Tract Number: 649', and 'CLU Number: 2'. The interface is divided into a left-hand control panel and a right-hand map view.

Control Panel (Left):

- Field Reporting Tab:** This tab is active, showing various input fields for reporting.
- Concurrent Planting:** A dropdown menu set to 'None'.
- Official/Measured:** A dropdown menu.
- Report Quantity:** A text box containing '131.15'.
- RMA Unit:** An empty text box.
- Reported Cropland:** A text box containing '266.72'.
- Opt Unit:** An empty text box.
- Cropland:** A text box containing '194.3'.
- Cropland:** Radio buttons for 'Yes' (selected) and 'No'.
- Navigation:** Buttons for '< Previous', '2' (current page), and 'Next >'.
- Actions:** Buttons for 'Save', 'Go To Shares', and 'Cancel'.

Map View (Right):

- An aerial photograph of a farm with several fields outlined in white.
- Fields are labeled with red numbers: 0.64, 0, 1, 52.95, 33.25, 4, 2.41, 5, 11.6, 2, 124.15, 0.36, 0, 4.3, 6, 146.96, 3.46, 0, and 76.47.
- A yellow hatched area covers a central portion of the map, likely indicating a specific reporting zone.
- A status bar at the bottom right shows coordinates: '555529.61 4473405.58 Meters'.

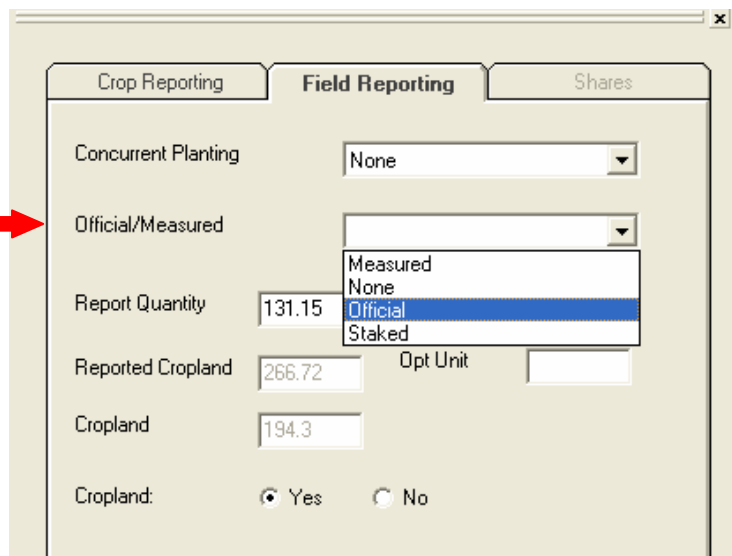
Concurrent Planting

“**Concurrent Planting**” allows the user to designate whether or not a crop has been or will be planted concurrently with another crop in the same field. Select the appropriate designation from the dropdown menu to proceed.

“**None,**” will be displayed by default, but there are other selections available for crops with a concurrent designation. If the current crop for the field that is being reported has been planted concurrently with other crops, then select the appropriate planting of alternate, inter-planted, or multi-use.

Official/Measured Acres

From the “**Official/Measured**” dropdown menu, select one of the following options: Measured, None, Official, or Staked. Official should only be used when all acres of the CLU are planted to the same crop, with no deductions. 2-CP (Rev 15) Para. 77



The screenshot shows a software window with three tabs: "Crop Reporting", "Field Reporting" (selected), and "Shares". The "Field Reporting" tab contains several input fields and a dropdown menu. A red arrow points to the "Official/Measured" dropdown menu, which is open, showing four options: "Measured", "None", "Official" (highlighted in blue), and "Staked". Other fields include "Concurrent Planting" (set to "None"), "Report Quantity" (131.15), "Reported Cropland" (266.72), "Opt Unit" (empty), "Cropland" (194.3), and "Cropland:" status (radio buttons for "Yes" and "No").

Report Quantity

Acres displayed in the **“Report Quantity;”** are the GIS acres for the field. The acreage can be revised to reflect the acreage the producer wishes to report by typing in the correct acreage in the “Reported Quantity” text box. For honey and maple syrup the quantity will have to be entered for the number of hives or taps being reported.

The screenshot shows a web form with three tabs: "Crop Reporting", "Field Reporting" (which is active), and "Shares". Under the "Field Reporting" tab, there are several input fields. Four red arrows point to the following fields from left to right: "Report Quantity" (containing 131.15), "Reported Cropland" (containing 266.72), "Cropland" (containing 194.3), and "Cropland:" (with "Yes" selected). Other visible fields include "Concurrent Planting" (set to "None"), "Official/Measured" (empty), "RMA Unit" (empty), and "Opt Unit" (empty).

Field	Value
Concurrent Planting	None
Official/Measured	
Report Quantity	131.15
Reported Cropland	266.72
Cropland	194.3
Cropland:	<input checked="" type="radio"/> Yes <input type="radio"/> No
RMA Unit	
Opt Unit	

Finishing Field Reporting

“Reported Cropland” is the total of all initial and experimental crops reported on the tract.

“Cropland” displays a total of the cropland acres from the tract.

“RMA Unit” Enter the RMA Unit if needed, it will be a numeric value with three characters. 2-CP (Rev 15) Para. 84E.

“Opt Unit” Enter the Opt unit if needed, it will be a numeric value with two characters.

“Cropland: Yes/No” Designate whether or not the field you are reporting on is considered cropland by clicking on the appropriate radio button. 2-CP (Rev 15) Para. 84F

Select **“Next,”** to scroll through the selected fields if more than one field has been selected for crop reporting. This option will only be available if more than one field has been selected. Information will be displayed, showing the user how to move from one field to the next.

Select **“Go to Shares”** to finish field reporting.

The screenshot displays the 'Field Reporting' tab of the ArcGIS Land Use Application. The interface includes several input fields and buttons. The 'Concurrent Planting' dropdown is set to 'None', and the 'Official/Measured' dropdown is set to 'Official'. The 'Report Quantity' field contains '131.15', 'RMA Unit' is empty, 'Reported Cropland' is '266.72', 'Opt Unit' is empty, and 'Cropland' is '194.3'. The 'Cropland' radio buttons are set to 'Yes'. At the bottom, there are navigation buttons: '<- Previous', '2', 'Next ->', 'Save', 'Go To Shares' (highlighted with a red circle), and 'Cancel'. To the right, a map shows a grid of agricultural fields with various numerical values overlaid in red, such as 0.64, 52.95, 33.25, 11.6, 0.36, 4.3, 146.96, 3.46, and 76.47.

VIII. Shares

Shares must be entered for all of the crops and fields selected. Temporary producers may not be assigned shares using the ArcGIS Land Use Application

Assigning Shares

Select the name of producers who will be receiving a percentage of the shares; the producer reporting will automatically be displayed with 100% by default. Shares can be changed to include any other producers listed that have a share. Shares can be reported for up to 200 producers for a single field. Total shares must equal 100%. Shares are entered as whole numbers or decimals (Ex: farmer A: 55.5, farmer B: 44.5, total = 100)

Note: If a producer is not displayed the user should close the reporting session and load the producer in the System 36 according to 2-CM.

Note: If the user is going to delete a producer from the farm that has a share in a crop and is going to change the shares for that crop then the user must revise the share of the producer who is going to be deleted to “0”. If the user deletes the producer before changing his share, the shares for the crop can add up to more than 100%. In this case the producer that was deleted from the farm will have to be added back to the farm so his share can be changed to zero.

Producer	% of Share
Erica Gore	100
John Jones	0
Michael Gore	0

☒ Apply to all fields Total % of Shares Reported: 100

<- Previous 22 Next ->

Save Go To Deductions Cancel

Checking the “**Apply to all fields**” box will apply the same shares information to all of the fields being reported.

Applying Shares

If multiple fields have been selected, click “**Next**” to scroll through the selected fields to add shares for each field. Scroll through each field reported. User Can check “**Apply to all fields,**” if the shares are the same for all fields of the crop.

Finishing Shares

Once all producers and their associated shares have been entered, select “**Go To Deductions**” if there are any deductions to be reported for this field.

The screenshot shows the 'Crop Reporting' software interface. The title bar indicates 'Erica Gore Farm Number: 794 Tract Number: 649 CLU Number: 22'. The 'Shares' tab is active, displaying a table with the following data:

Producer	% of Share
Erica Gore	100
John Jones	0
Michael Gore	0

Below the table, there is a checkbox labeled 'Apply to all fields' which is checked, and a label 'Total % of Shares Reported: 100'. At the bottom of the Shares tab, there are buttons for '< Previous', '22', 'Next >', 'Save', 'Go To Deductions' (circled in red), and 'Cancel'. The background of the software shows a map of agricultural fields with various numbers overlaid, including 0.64, 0, 1, 52.95, 33.25, 4, 5555, 11.6, 0.36, 0, 3.46, 0, 76.47, 4.3, 666, and 146.96.

IX. Deductions

Deductions can be entered based on the selectable criteria established in the “**Deduction Type Selection**” field within the “**Crop Deduction Calculator**” form. The default for this section is “No Selection”, but there are four other choices based on common methods for calculating deductions.

The screenshot shows a software window titled "Crop Deduction Calculator - Field 22". It contains two main sections: "Deduction Type Selection" and "Crop Information".

Deduction Type Selection: This section contains five radio button options. The first option, "No Selection", is selected and highlighted with a dashed border. The other options are "Standard 3% Deduction", "Skip/Sled Ratio Deduction", "Skip/Sled Crop Row Deduction", and "Orchard Deduction".

Crop Information: This section contains seven dropdown menus, each with a label and a downward arrow: "Crop", "Variety", "Intended Use", "Irrigation", "Crop Status", "Supplemental Status", and "Reporting Unit". Below these dropdowns is a checkbox labeled "Apply crop information to all fields", which is currently unchecked.

At the bottom right of the window are two buttons: "Submit" and "Cancel".

Once a deduction method has been chosen, it will populate the right side of the form with an acreage deduction section. The values for this calculation will automatically populate based on the acreage of the field which is being reported and the type of deduction being used in the case of a standard 3% deduction. All other types of deductions require information to be entered manually.

Note: Deductions are field specific and must be entered for each field individually.

Crop Deduction Calculator - Field 22

Deduction Type Selection

- ☐ No Selection
- ☒ **Standard 3% Deduction**
- ☐ Skip/Sled Ratio Deduction
- ☐ Skip/Sled Crop Row Deduction
- ☐ Orchard Deduction

Crop Information

Crop:

Variety:

Intended Use:

Irrigation:

Crop Status:

Supplemental Status:

Reporting Unit:

☐ Apply crop information to all fields

Standard Deduction

Acreage: 131.15

Standard Deduction Factor: $\times .03$

Standard Deduction Acreage: 3.93

Submit Cancel

Note: When using the deduction calculator, all fields must be scrolled through in order to save the crop report for which the deduction is being applied. The save button will be disabled until this process is completed.

The next step is to fill in the “**Crop Information**” describing the type of deduction that is being reported.

Crop Deduction Calculator - Field 22

Deduction Type Selection

- ☐ No Selection
- ☒ Standard 3% Deduction
- ☐ Skip/Sled Ratio Deduction
- ☐ Skip/Sled Crop Row Deduction
- ☐ Orchard Deduction

Crop Information

Crop: TURN AREAS

Variety:

Intended Use: Blank

Irrigation: Non-Irrigated

Crop Status: Initial - first crop planted on acr

Supplemental Status: Planted

Reporting Unit: Acres

☐ Apply crop information to all fields

Standard Deduction

Acreage: 131.15

Standard Deduction Factor: X .03

Standard Deduction Acreage: 3.93

Submit Cancel

The Crop Information for deductions can be used for all of the fields on a tract by clicking on the “**Apply crop information to all fields**” check box. Once all deductions information has been entered, click “**Submit**” to finish the process. Click “**Cancel**” to cancel the deductions reporting and return to “**Shares**”.

Note: The “Apply crop information to all fields” check box only applies the “Crop Information”. A “Deduction Type Selection” must be selected for each field.

Note: If the reported quantity for a crop is changed, bring up the deduction for that crop and click “Submit” to update the deduction.

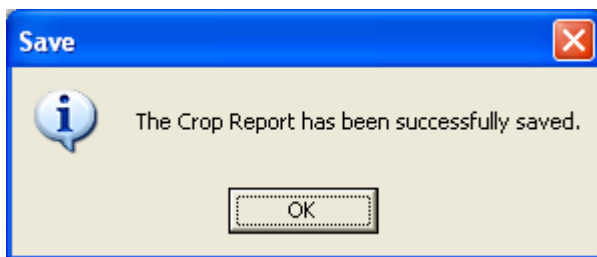
Note: If a deduction is removed, that deduction crop will not be able to be certified even though the acreage of the crop has changed.

Orchard Deductions

Orchard deductions involve deducting non planted land from an orchard. Orchard deductions are not used to deduct orchards from other planted crops.

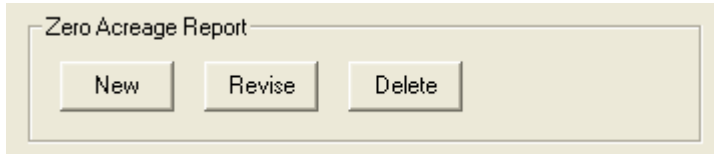
Saving

After crop, shares, and deduction information have been reported on the selected field, click “**Save**.” The “**Save**” message box tells the user that the crop report data has been saved. If you do not see the following message box after clicking “**Save**”, the crop report data was not successfully saved.



If no other crops or zero acreage reports are to be reported at this time, go to Certification.

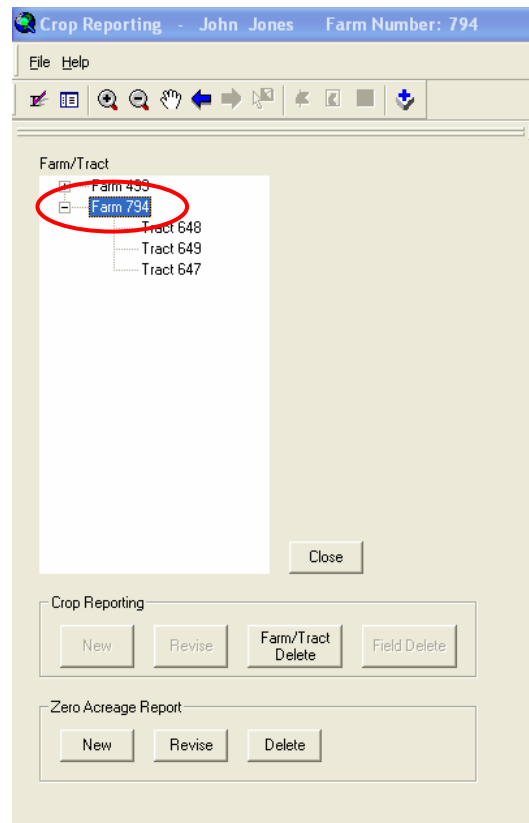
X. Zero Acreage Reports



Zero acreage reports can be taken at the farm level by selecting a farm on which to report, and then clicking on the “New” button under “Zero Acreage Report”. Zero acreage reports can also be revised and deleted accordingly.

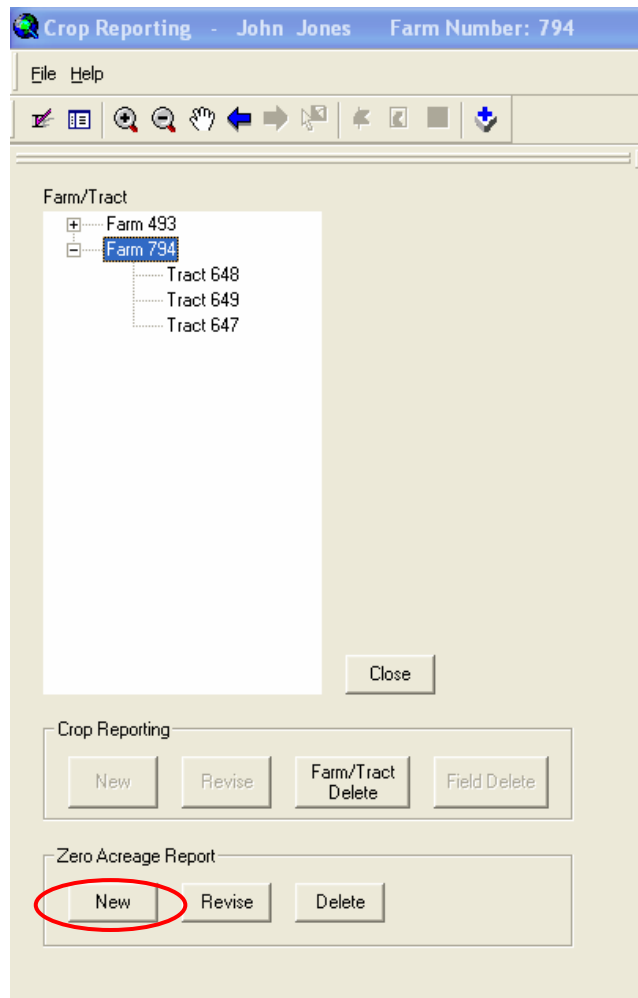
Selecting a Farm

To initiate the creation of a zero acreage report, select the farm on which you wish to add a zero acreage report from the **Farm/Tract** table of contents by left clicking on the farm number to highlight it.



Beginning a New Zero Acreage Report

Once the farm on which the zero acreage report is to be made has been selected, click on the “New” button under “Zero Acreage Report”.



Selecting a Crop

After clicking “New” under “Zero Acreage Report” the zero acreage report dialog box will appear on the screen. This dialog contains fields for reporting crop, variety, intended use, irrigation, and shares information. Select the “**Crop**” drop down menu to pick a crop to report zero acres for. This crop menu is populated from the CVS tables in the same manner as the crop menu for the Crop Reporting feature.

Zero Acreage Report - Farm Number: 493

Crop Reporting

Crop (circled in red)

Variety

Intended Use

Irrigation

CHUNGAMOO
CINNAMON
CITRON MELON
CLOVER
COCONUTS
COFFEE
CORN
COTTON, ELS

Shares

Producer	% of Share
John Jones	100
Frank Smith	0

Total % of Shares Reported: 100

Save Cancel

Selecting a Variety

Click on the “**Variety**” drop down menu to select a crop variety for zero acreage reporting.

Note: The Variety type could be blank, depending on the CVS file, such as in the case of alfalfa.

Zero Acreage Report - Farm Number: 493

Crop Reporting		Shares	
Crop	CORN	Producer	% of Share
Variety	<div>BLUE CORN NUTS ORNAMENTAL POPCORN RED STRAWBERRY POPCORN SWEET TROPICAL</div>	John Jones	100
Intended Use		Frank Smith	0
Irrigation		Total % of Shares Reported: 100	

Save Cancel

Selecting an Intended Use

Select “**Intended Use**” from the dropdown menu.

Zero Acreage Report - Farm Number: 493

Crop Reporting		Shares	
Crop	CORN	Producer	% of Share
Variety	SWEET	John Jones	100
Intended Use		Frank Smith	0
Irrigation			

Forage
Fresh
Grain
Grazing
Processed
Seed

Total % of Shares Reported: 100

Save Cancel

Selecting an Irrigation Practice

Select the “**Irrigation**” practice in use for the crops on the field for which zero acreage is being reported. The three types of irrigation practice are **Irrigated**, **Non-Irrigated**, and **Other** (Other is for honey and maple syrup).

Zero Acreage Report - Farm Number: 493

Crop Reporting		Shares	
Crop	CORN	Producer	% of Share
Variety	SWEET	John Jones	100
Intended Use	Fresh	Frank Smith	0
Irrigation	<div>Irrigated Non-Irrigated</div>		
		Total % of Shares Reported: 100	
		Save Cancel	

Assigning Shares

Assign shares for the crop being reported as zero acres to the appropriate producers. A list of producers for the farm that is being reported on is listed on the right hand side of the zero acreage dialog window. As with crop reporting, the total % of shares reported must equal 100.

Zero Acreage Report - Farm Number: 493

Crop Reporting		Shares	
Crop	CORN	Producer	% of Share
Variety	SWEET	John Jones	50
Intended Use	Fresh	Frank Smith	50
Irrigation	Non-Irrigated		

Total % of Shares Reported: 100

Save Cancel

Saving

After the shares information has been entered, click “**Save**” to finish the zero acreage report.

Zero Acreage Report - Farm Number: 493

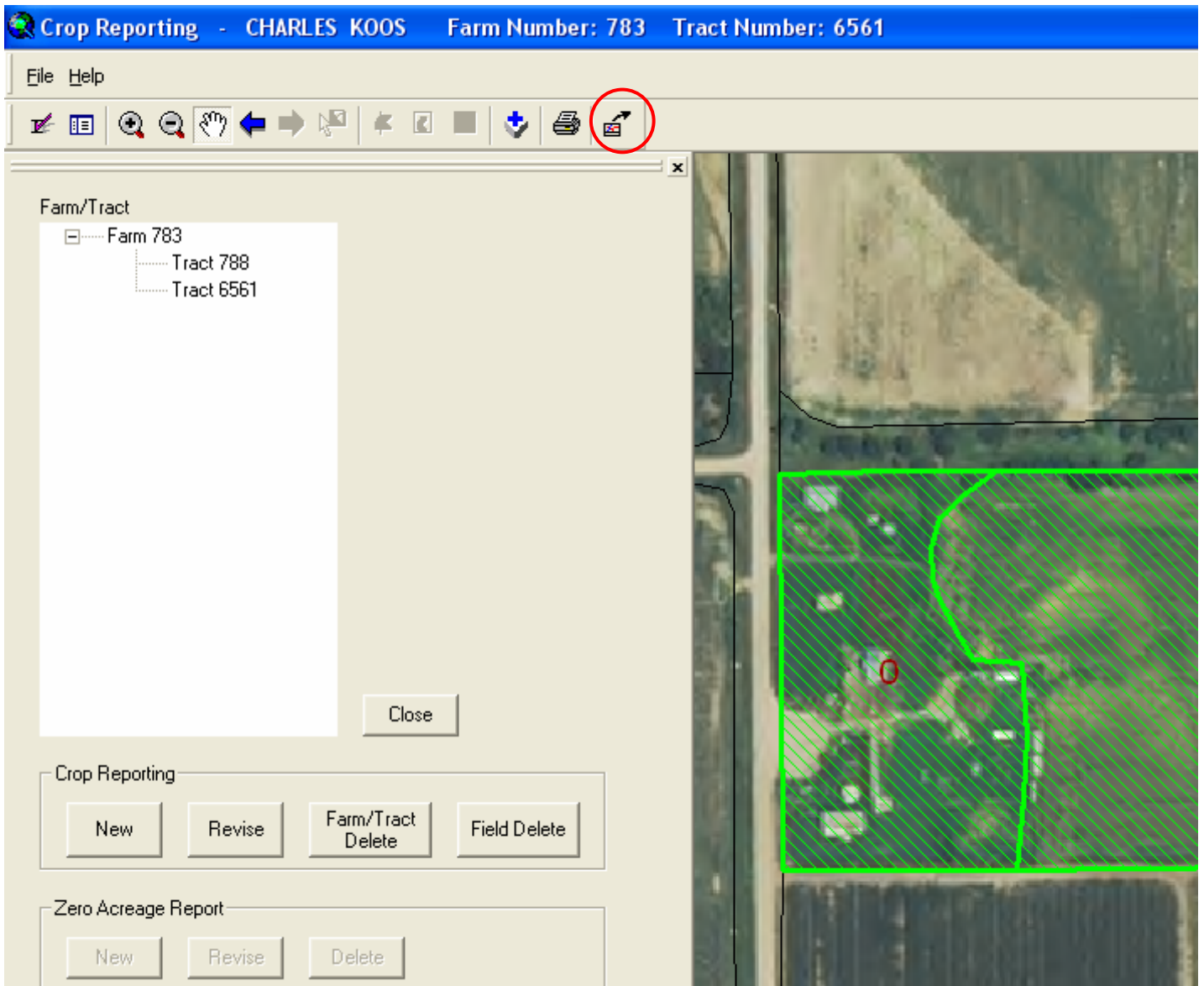
Crop Reporting		Shares	
Crop	CORN	Producer	% of Share
Variety	SWEET	John Jones	50
Intended Use	Fresh	Frank Smith	50
Irrigation	Non-Irrigated		
		Total % of Shares Reported: 100	

Save **Cancel**

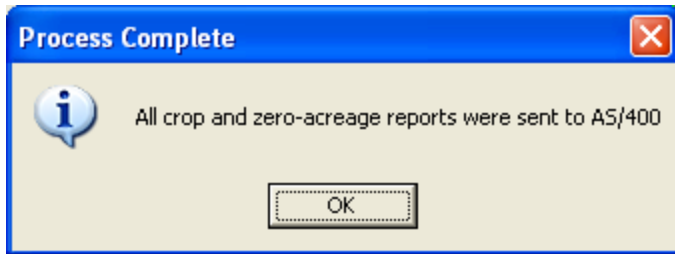
XI. Sending a Report to the System36/AS400



To send all saved crop reports and zero acreage reports to the System36/AS400, click the **“Send”** button.



A dialog will be displayed indicating that all crop and zero-acreage reports have been sent to the AS/400. Click “OK” to proceed.



Warning: Before you can revise a crop or zero-acreage report it MUST be sent to the AS/400.

XII. Certify Report

Certifying Crop and Zero Acreage Reports



Running the certification process will certify all crops and/or zero acreage reports for the session on the System 36.

Initiating the Certify Process

To begin the certification process, click the “**Certify**” button on the Land Use tool bar. A dialog containing a list of crops pending certification will be displayed

Certify Uncertified Crops

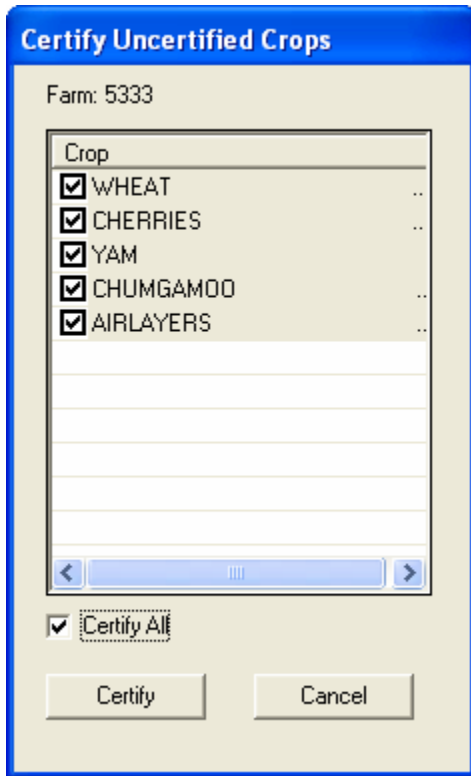
Farm: 5333

Crop	
<input type="checkbox"/> WHEAT	..
<input type="checkbox"/> CHERRIES	..
<input type="checkbox"/> YAM	
<input type="checkbox"/> CHUMGAMOO	..
<input type="checkbox"/> AIRLAYERS	..

☐ Certify All

Certify All

Crops can be selected individually for certification, or they can be selected all at once with the “**Certify All**” option.



Completing the Certify Process

Once the crops for certification have been selected, click the “**Certify**” button to initiate the certification process.

A dialog will be displayed stating that the request for certification has been sent to the AS/400. Click “**OK**” to close this dialog and complete the certification process.



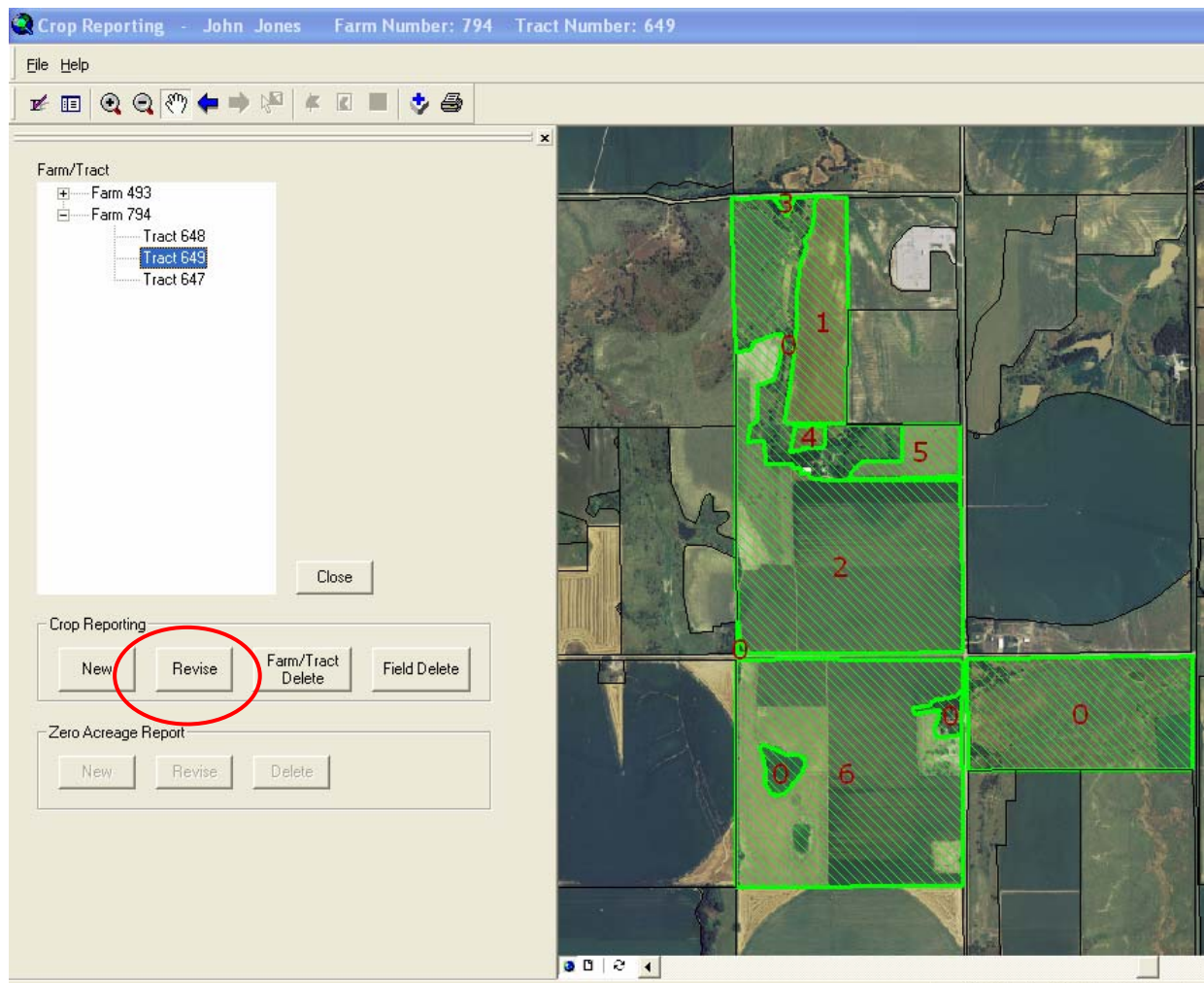
XIII. Revising a Crop Report

The “Revise” button allows changes to be made for a crop that has already been reported.

Warning: Before you can revise a crop or zero-acreage report it MUST be sent to the AS/400 using the “Send” button.

Selecting a Tract

To revise a crop report, select the tract from the Farm/Tract tree in the table of contents that is associated with the crop that needs to be revised. This will automatically zoom to the area of the selected tract.



Click the “**Revise**,” button to revise or edit an existing report. This will show all the attributes for the crop was previously entered.

Selecting a Crop

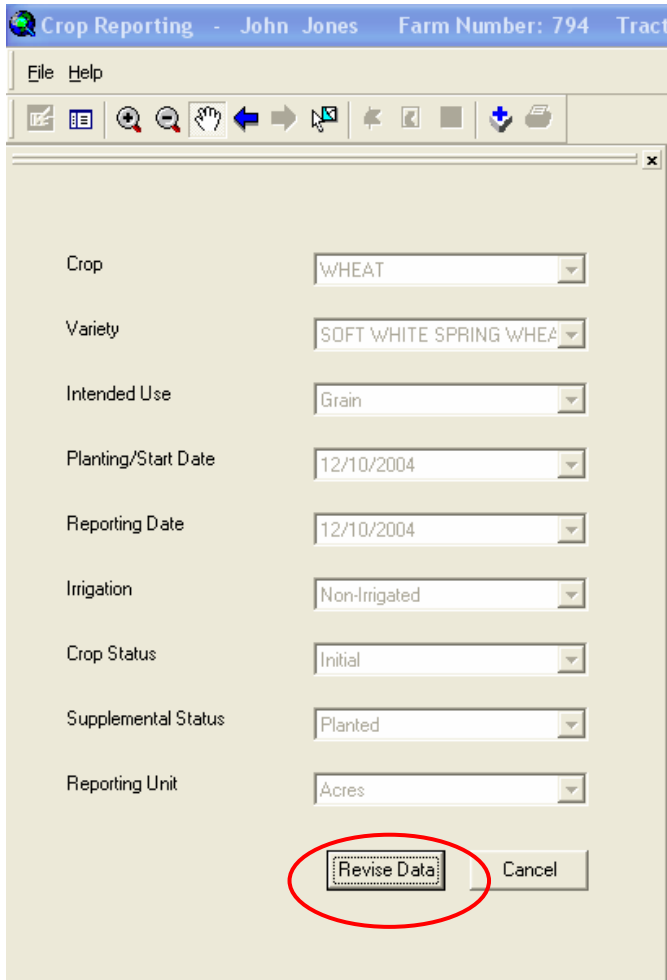
Select “**Crop**,” dropdown menu to see if there is more than one crop previously reported on the tract. If there is more than one crop reported, then use the dropdown menu to select the crop you wish to revise for this tract.

The screenshot displays the 'Crop Reporting' software interface. The title bar shows 'Crop Reporting - John Jones Farm Number: 794 Tract Number: 649'. The interface includes a menu bar with 'File' and 'Help', and a toolbar with various navigation and editing tools. On the left, a form is used to input crop details. The 'Crop' dropdown menu is highlighted with a red circle and currently shows 'WHEAT'. Other fields in the form include 'Variety' (SOFT WHITE SPRING WHEAT), 'Intended Use' (Grain), 'Planting/Start Date' (12/10/2004), 'Reporting Date' (12/10/2004), 'Irrigation' (Non-Irrigated), 'Crop Status' (Initial), 'Supplemental Status' (Planted), and 'Reporting Unit' (Acres). At the bottom of the form are 'Continue' and 'Cancel' buttons. On the right, a satellite map shows a tract divided into several fields, some of which are outlined in green and numbered (0, 1, 2, 3, 4, 5, 6). A status bar at the bottom right indicates coordinates: '553420.40 4471758.79 Meters'.

If all the attributes for the crop that was previously reported are not displayed, continue to choose the appropriate choices from the dropdown menu. For example, if wheat was planted more than once on a tract, and each wheat crop for each field contained a different “Intended Use” then the dropdown menus for the rest of the crop report will not automatically populate until the “Intended Use” for the wheat crop pending revision is selected. Click “**Continue**,” to proceed to the next screen.

Revising Crop Data

All fields on which the selected crop was reported will be highlighted. If the change will apply to all the fields then click the “**Revise Data**” button. If the change only applies to some of the fields, use the select tool to select those fields.



The screenshot shows a software window titled "Crop Reporting - John Jones Farm Number: 794 Tract". The window has a menu bar with "File" and "Help". Below the menu bar is a toolbar with various icons. The main area of the window contains several dropdown menus for crop data:

- Crop: WHEAT
- Variety: SOFT WHITE SPRING WHEAT
- Intended Use: Grain
- Planting/Start Date: 12/10/2004
- Reporting Date: 12/10/2004
- Irrigation: Non-Irrigated
- Crop Status: Initial
- Supplemental Status: Planted
- Reporting Unit: Acres

At the bottom of the window, there are two buttons: "Revise Data" and "Cancel". The "Revise Data" button is circled in red.

Click the “**Revise Data**” button. This will display the “Crop Reporting Screen” in which the revised information can be entered.

“Apply to All” Option

If the changes apply to all fields selected, then leave the “**Apply to all**” box checked. If the changes do not apply to all, uncheck the box and make any necessary changes to these fields individually. Any attribute on this tab can be changed, and each field can have separate changes.

Changing Crop or Variety

Changing the crop or variety type will require the pre-filled attributes to be re-entered.

Field Reporting

Follow the procedure for creating a crop report to change attribution. Select **“Go to Field Reporting”**, this will automatically display the Field Reporting Tab. Make any necessary changes and then proceed to the “Shares” form.

Shares

To report Shares click the **“Go to Shares”** button and make any necessary changes to the selected fields. Click **“Save”** to save the changes.

Deductions

Deductions can be revised at this point by either entering a different deduction or choosing not to add a deduction. In addition, if no action is taken then the previously entered deduction options will be applied to the revised crop.

Note: If the reported quantity for a crop is changed, bring up the deduction for that crop and click “Submit” to update the deduction.

Note: If a deduction is removed, that deduction crop will not be able to be certified even though the acreage of the crop has changed.

Saving

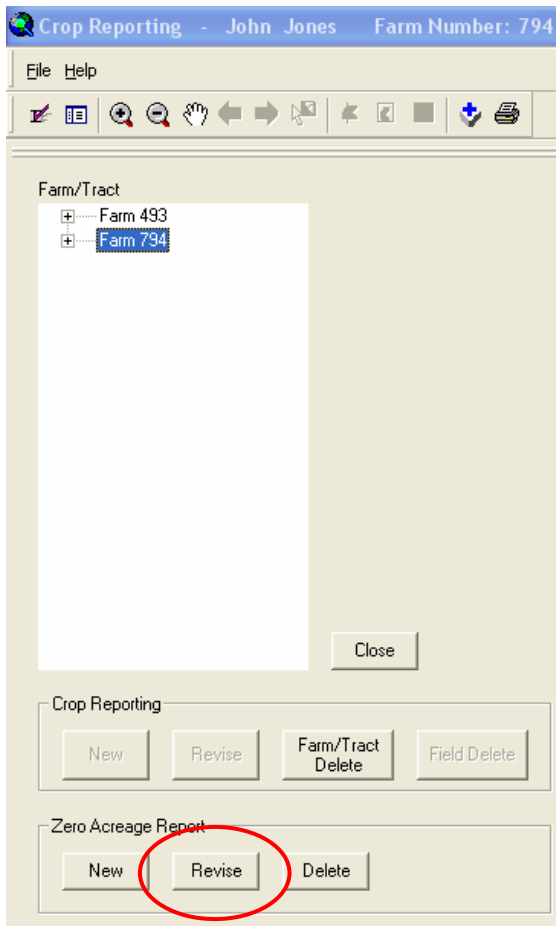
The **“Save”** function will save the report. The Farm/Tract screen will be displayed. Click the **“Certify”** button located on the Land Use toolbar when the report is complete. This will send any pending data to the System36 and certify all selected crops.

XIV. Revising a Zero Acreage Report

Zero acreage reports can be revised in a similar manner to crop reports.

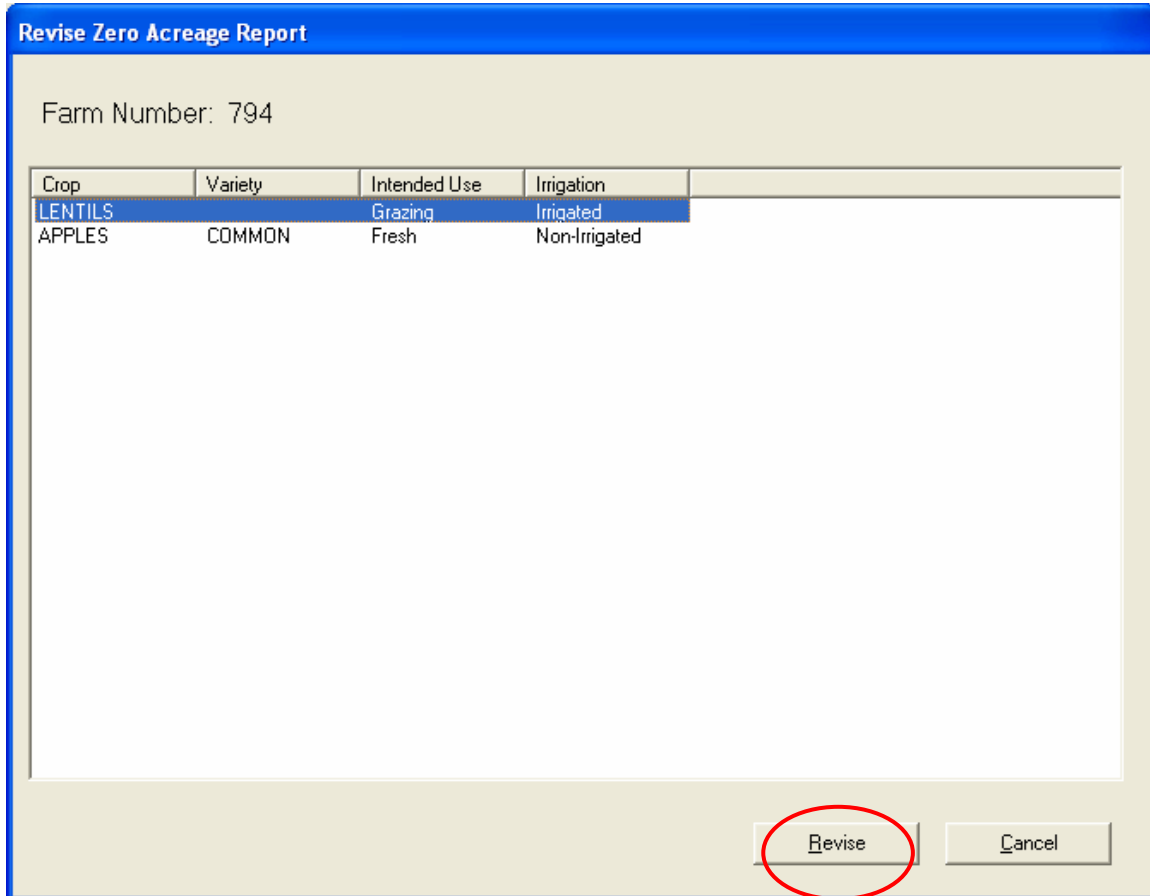
Warning: Before you can revise a crop or zero-acreage report it MUST be sent to the AS/400 using the “Send” button located on the Land Use Toolbar.

Zero acreage reports can only be generated at the farm level, so the first step is to select a farm on which to generate a zero acreage report and click the “**Revise**” button under “Zero Acreage Report” to initiate the process.



Selecting a Report to Revise

Once “**Revise**” has been selected, a dialog screen will appear asking the user to pick a zero acreage report to revise for the farm that was selected. Select the zero acreage report to be revised and click the “**Revise**” button.



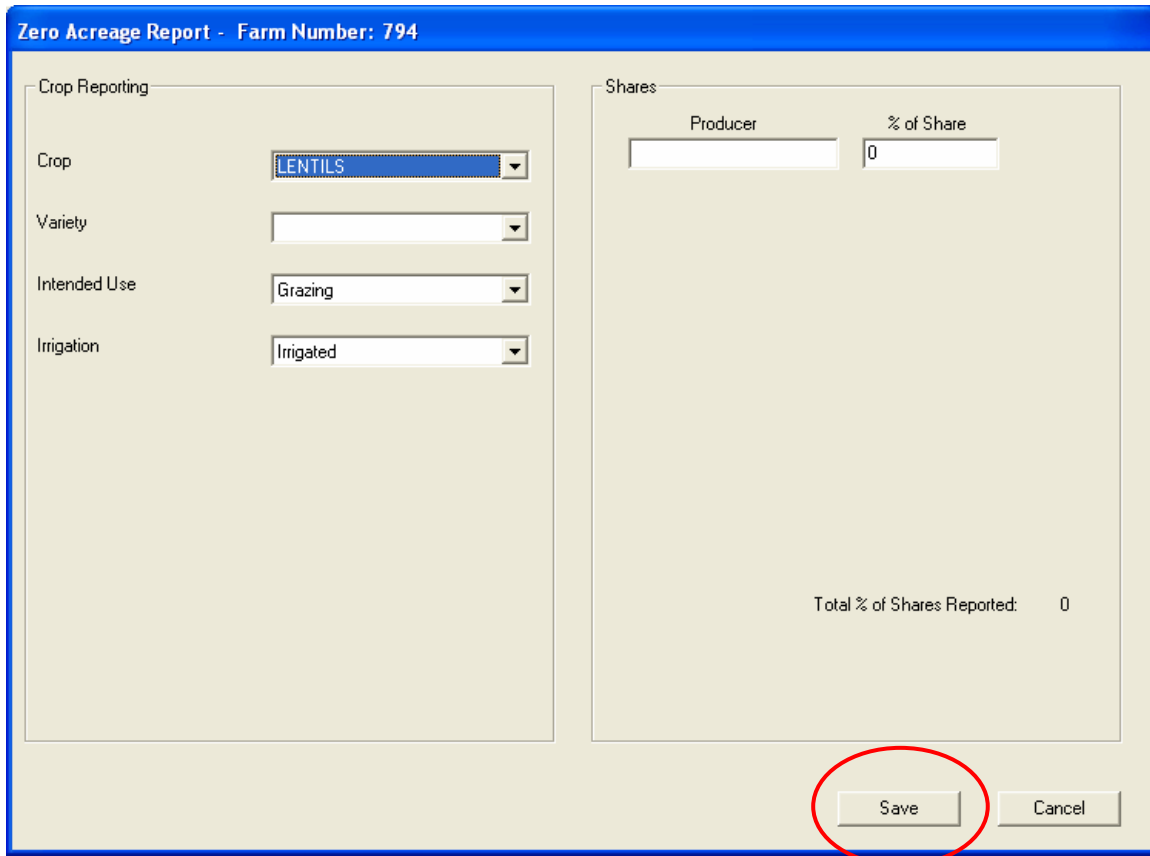
The dialog box titled "Revise Zero Acreage Report" displays the Farm Number: 794. It contains a table with two rows of crop data. The first row, "LENTILS", is highlighted in blue. The second row, "APPLES", is in black. The table has four columns: Crop, Variety, Intended Use, and Irrigation. At the bottom right, there are two buttons: "Revise" and "Cancel". The "Revise" button is circled in red.

Crop	Variety	Intended Use	Irrigation
LENTILS		Grazing	Irrigated
APPLES	COMMON	Fresh	Non-Irrigated

Revise Cancel

Revising

After the zero acreage report designated for revision has been selected, a dialog window for revising the zero acreage report will appear. This dialog functions in an identical manner to the “**New**” zero acreage report dialog. After entering the necessary revisions in this dialog, click “**Save**” to save the changes and send them to the AS/400.



The dialog box is titled "Zero Acreage Report - Farm Number: 794". It is divided into two main sections: "Crop Reporting" on the left and "Shares" on the right.

Crop Reporting Section:

- Crop:** A dropdown menu with "LENTILS" selected.
- Variety:** An empty dropdown menu.
- Intended Use:** A dropdown menu with "Grazing" selected.
- Irrigation:** A dropdown menu with "Irrigated" selected.

Shares Section:

Producer	% of Share
	0

Total % of Shares Reported: 0

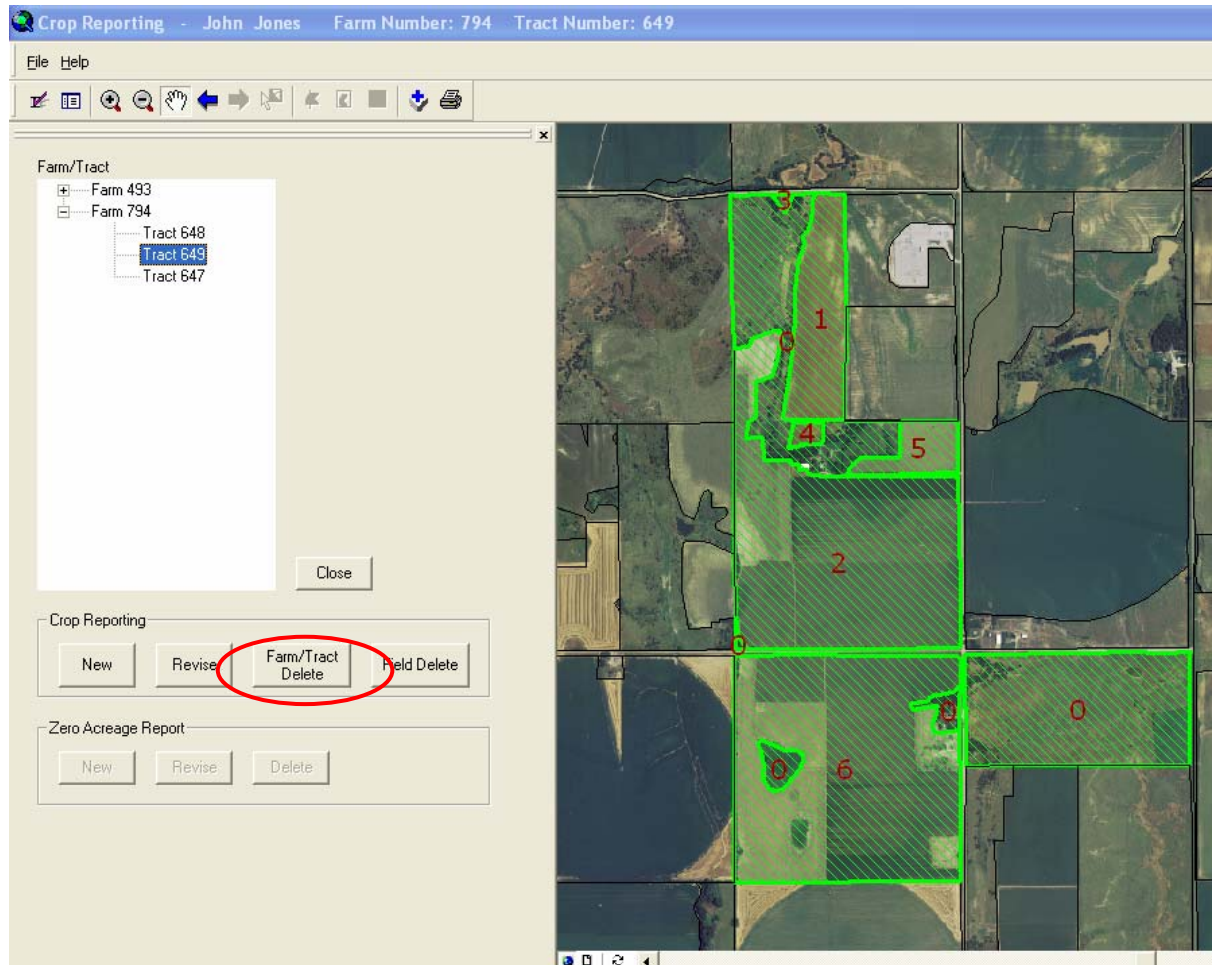
At the bottom right, there are two buttons: "Save" and "Cancel". The "Save" button is circled in red.

XV. Farm/Tract Delete

Farm/Tract delete allows the user to delete all of the crop reports for a particular farm or tract. All deductions associated with a farm or tract that has been deleted will be deleted as well.

Selecting a Farm or Tract

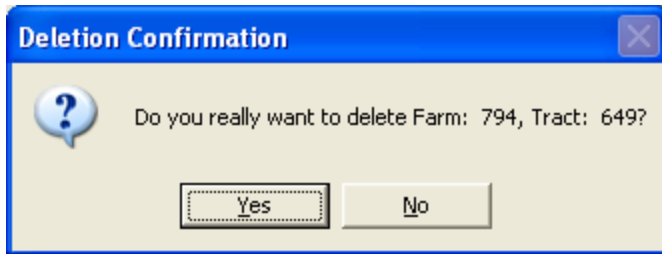
To zoom to the Farm or Tract to be deleted, select the Farm and/or Tract from the table of contents and the map will automatically zoom to the selected tract.



Deleting Crop Records

To delete all the crops for a particular farm or tract, select “**Farm/Tract Delete**”. A dialog box will be displayed asking if the user wishes to delete all of the crop reports for the selected farm or tract. Click “**Yes**” to complete the deletion process.

If a farm is selected, ALL of the records for that farm will be deleted. If a tract is selected, ALL of the records for that tract will be deleted.



Confirming Delete

A confirmation message will be displayed indicating that all crop records for the selected farm or tract have been deleted. Click **"OK"** to complete the process and the information will be sent to the AS/400.



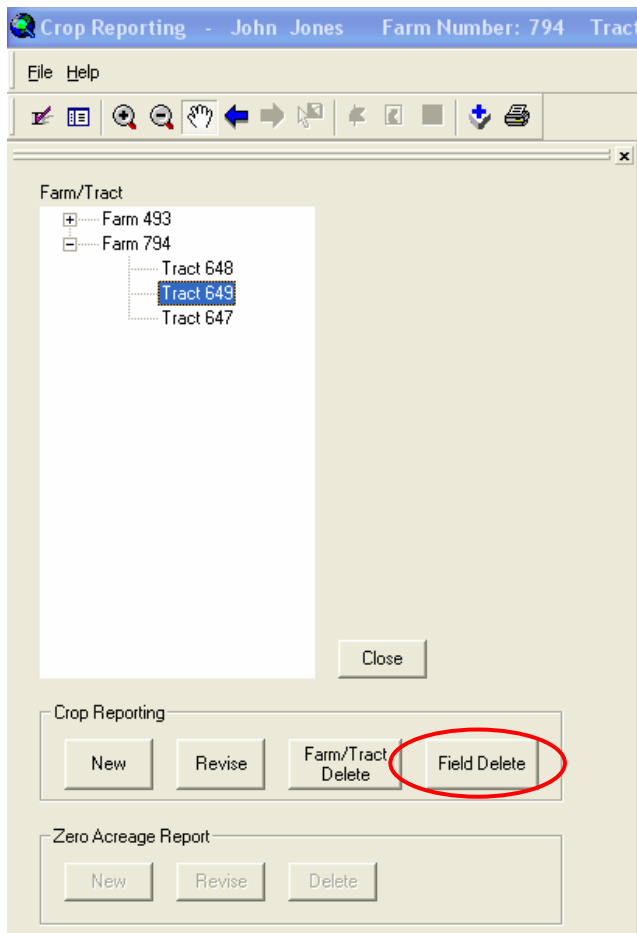
If an entire farm is deleted, a Delete Notification for the current program year is generated on the system 36 for that farm.

XVI. Field Delete

The “Field Delete” option allows the user to delete all crop information for a selected field. All deductions for a field that has been deleted will also be deleted.

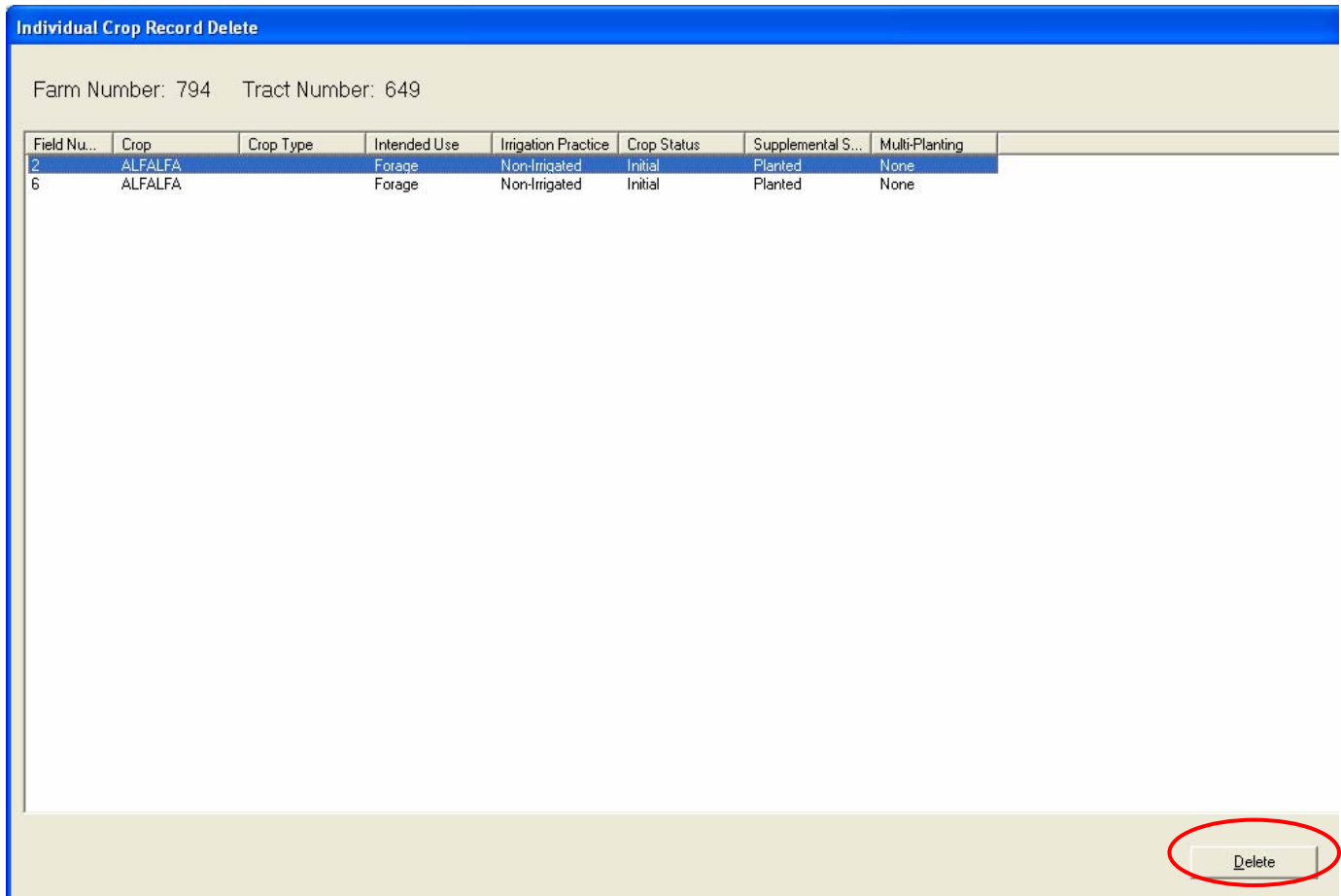
Initiating a Field Delete

Begin by selecting a Farm and Tract from the selection tree in the table of contents.



Click on the “**Field Delete**” button to initiate the deletion process.

A dialog window showing fields with crop records that are available for deletion will be displayed. Select a field containing crop records to be deleted and click the “**Delete**” button. Any deductions associated with a deleted crop will also be deleted.



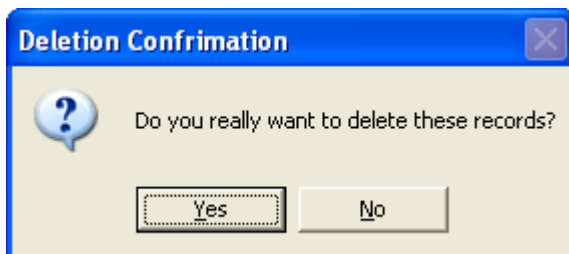
The dialog box is titled "Individual Crop Record Delete". It displays the Farm Number as 794 and Tract Number as 649. Below this, there is a table with the following data:

Field Nu...	Crop	Crop Type	Intended Use	Irrigation Practice	Crop Status	Supplemental S...	Multi-Planting
2	ALFALFA		Forage	Non-Irrigated	Initial	Planted	None
6	ALFALFA		Forage	Non-Irrigated	Initial	Planted	None

At the bottom right of the dialog box, there is a "Delete" button, which is circled in red.

Confirming a Delete

A dialog will be displayed asking the user if they are sure they want to delete all of the crop records for the selected field. Click “**Yes**” to delete the records and proceed, click “**No**” to cancel. If “**Yes**” is clicked then the information will be sent to the AS/400.



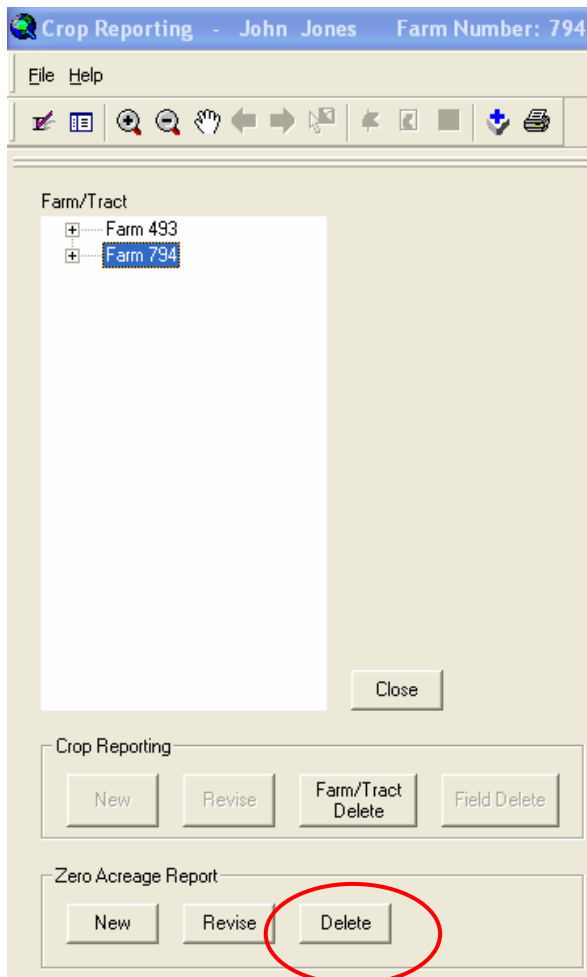
The dialog box is titled "Deletion Confirmation". It contains a question mark icon and the text "Do you really want to delete these records?". Below the text are two buttons: "Yes" and "No".

XVII. Deleting a Zero Acreage Report

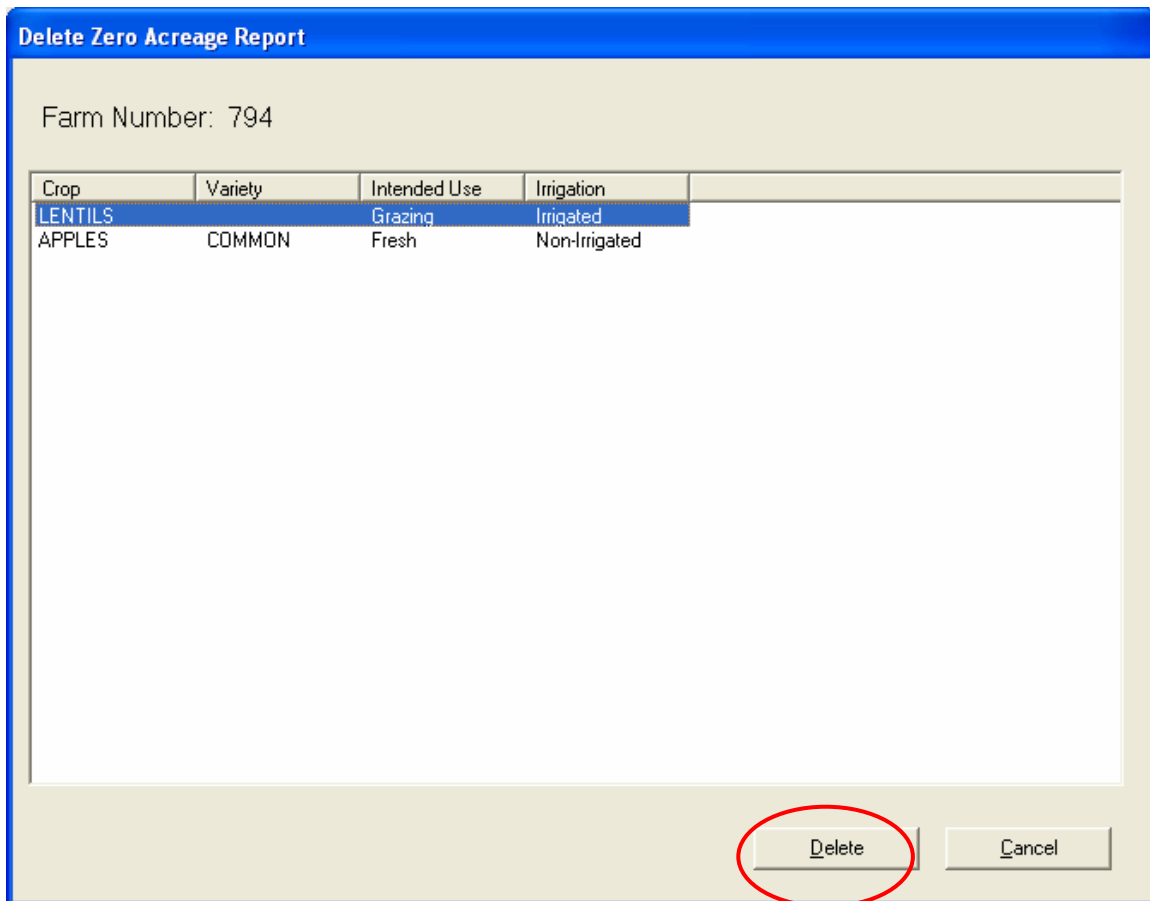
Zero acreage reports can be deleted in much the same way as crop reports.

Initiating a Delete

Select the farm for which you want to delete a zero acreage report and click the “**Delete**” button under “**Zero Acreage Report**”.

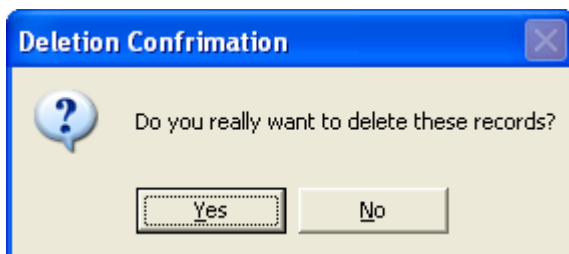


Select the zero acreage report to be deleted from the list displayed in the dialog and click **“Delete”**.



Confirming a Delete

A dialog will appear prompting for confirmation of deletion for the selected zero acreage report. Click **“Yes”** to delete the report and continue, click **“No”** to cancel the deletion process and continue.



XVIII. Printing

The print button will allow the user to print a copy of the map for the farm or tract that has been reported on as well as the associated FSA 578 form. In addition, it will allow the user to zoom in and out of a Farm/Tract, move labels, assign callouts, and change the color and symbology of labels.

Note: All FSA 578 forms must be printed at the farm level.

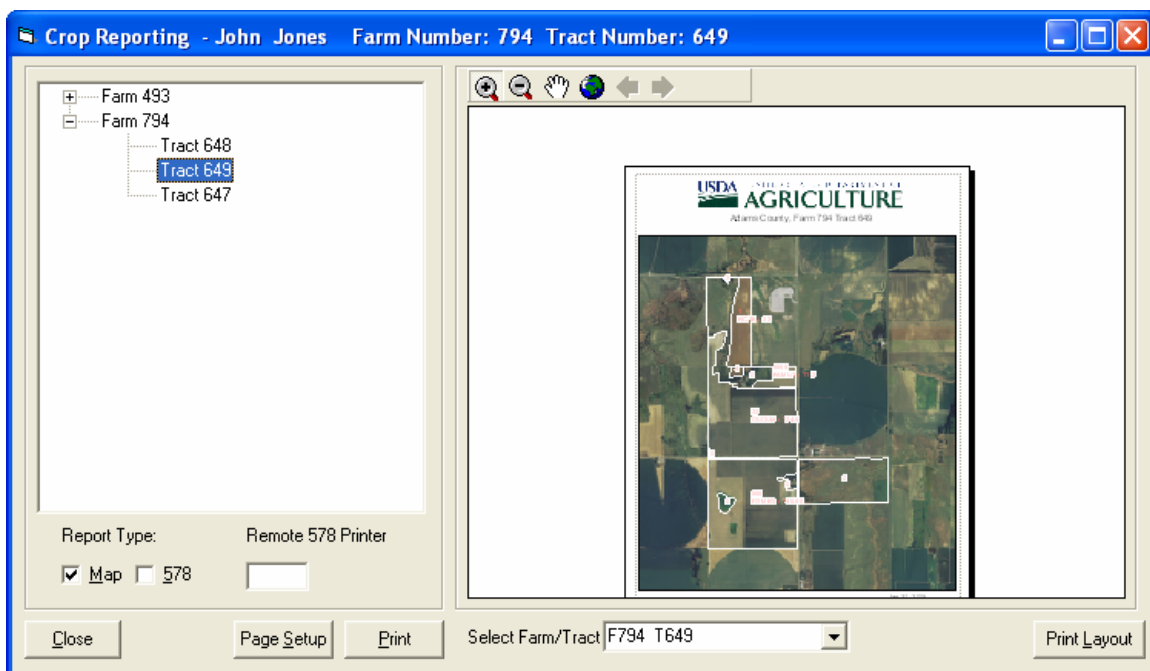
Initiating Print

Click the print button on the Land Use toolbar to initiate the printing sequence.



Layout

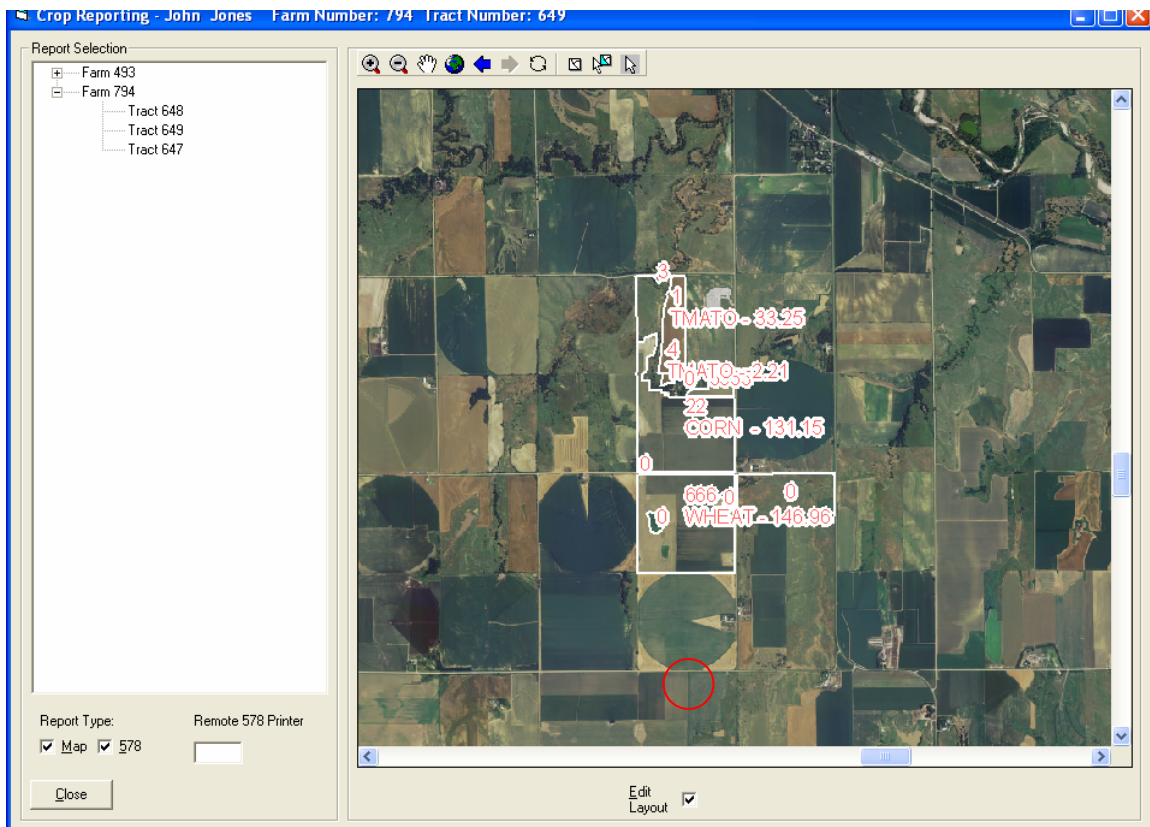
A dialog window will open allowing the user to select the farm and or tract for printing along with a print preview. The user can also select whether or not to print a map, FSA 578, or both. The layout can be printed without modification by clicking on the “**Print**” button, or it can be modified.



Zoom tools are provided for zooming in or out of an area on the map. These tools are useful for zooming in on a tract that has been split multiple times in order to clarify the text. To zoom in or out of a map layout, simply select the magnifying glass tool with either the + or – symbol drag a bounding box around the zoom extent. The pan tool can also be used to move the map view within the layout.



Map labels can also be moved and assigned callouts if necessary. The first step required to initiate this process is to select the “**Edit Layout**” box on the Print form. This will allow the labels on the layout to be modified.



When the “**Edit Layout**” box has been checked, the Layout view will change to what is shown above. The user can now select a label using the “**Select Labels/Elements**” tool for adding a callout. A label that has been selected will contain a dashed cyan outline.



Once the label has been selected, right click on the label and select “**Callout/Anchor Symbolology**”, “**Add Anchor to Selected Labels**”. This will add an anchor point from which the label can be dragged which will automatically create a callout label. There is also an option to “**Add Anchor to All Labels**” which will add anchor points to all of the labels in the layout. This right click menu also contains more advanced options for changing the font, style, and color of the labels, text, and callout boxes. See the ESRI help for more information on how to change label symbolology.

After the anchor point has been added to the selected label, the label will be surrounded by a black and white checkered border. The cyan border will still be visible around the label and there will be a cyan point within the label box as well. The cyan point represents the anchor point and can be moved by left on it clicking and dragging.



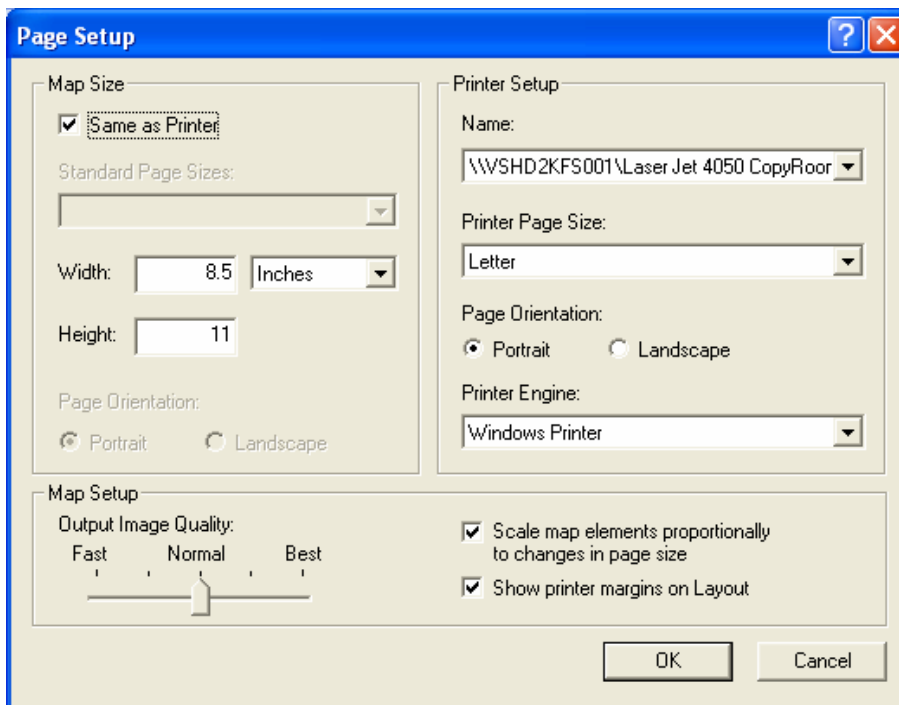
The label itself can also be moved in this manner, thus creating a callout label as shown below.



After completing the process of editing the Layout, un-check the “**Edit Layout**” box in order to change the dialog back to printing mode.

Page Setup

Click the “**Page Setup**” button to open a dialog screen displaying print options for the map. Choose the page size, orientation, and output quality that are appropriate for the print job. Click “**OK**” to return to the main print dialog. Once the page setup options have been set, click “**Print Layout**” to send the print job to your local printer. You cannot print an FSA 578 at the tract level, so if you wish to print an FSA 578, make sure you are printing at the farm level.



XIX. Using Editing Tools

Note: If the screen fails to refresh during an edit, after an edit has been completed, or at any time during the crop reporting process simply click the refresh button at the bottom of the screen.



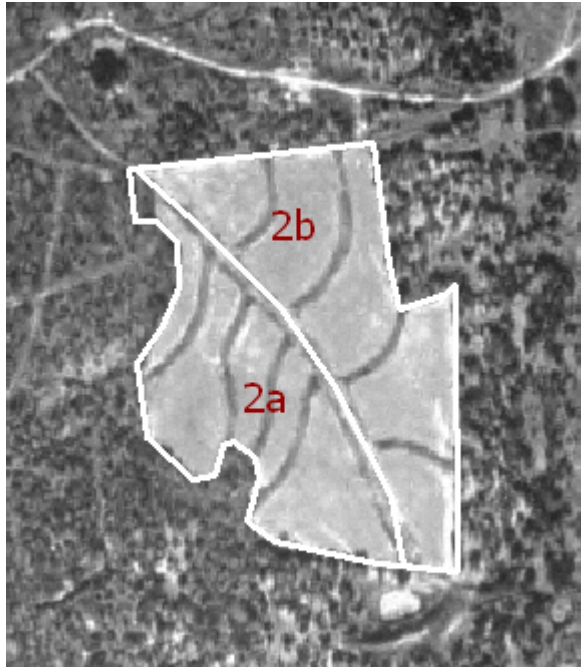
Select Feature Button

Click the **Selection Tool** button from the ArcGIS tool bar and click inside the field to select that field. The selected field will then be highlighted. The user can select more than one field at a time by holding down the SHIFT key and clicking in the field at the same time. The user can also click and drag around the area of interest to make a selection.



Split Polygon

The **“Split Polygon”** tool is used to divide an existing polygon(s) into sub-fields for acreage reporting. To split a field, click on the **“Split Polygon”** tool button. **Use the Split polygon to make splits for deductions.**



Defining the Boundary

To split an existing field, click the left mouse button just outside of the field you wish to split. The following types of splits may be performed:

- Straight line: Move the mouse across the existing field and double-click just outside of the existing boundary.
- Curved or segmented line: Use the left mouse button to add vertices along the new boundary. Double-click the last vertex just outside of the existing boundary to finalize the split.

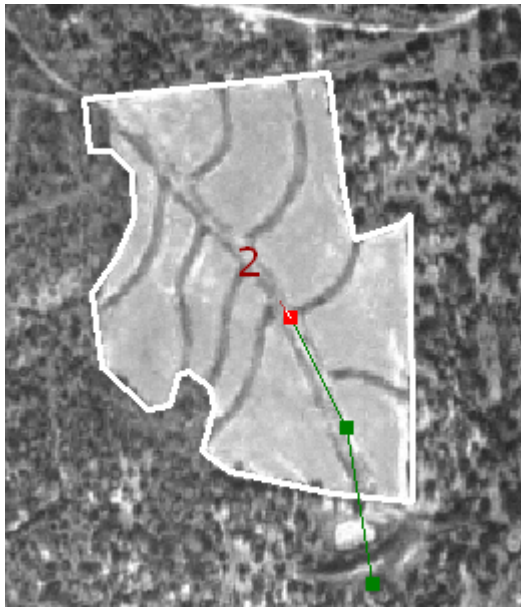
Note: When using the merge, split or inclusion tools, keep in mind that the “initial” crop status can only be applied once per program year. (I.e. if you report

a sub-field with the crop status of “initial”, you should not merge that field and re-report it with an “initial” status and vice versa.)

Warning: When splitting a polygon, make sure the entire polygon is visible in the data frame prior to initiating the split



Polygon Inclusion



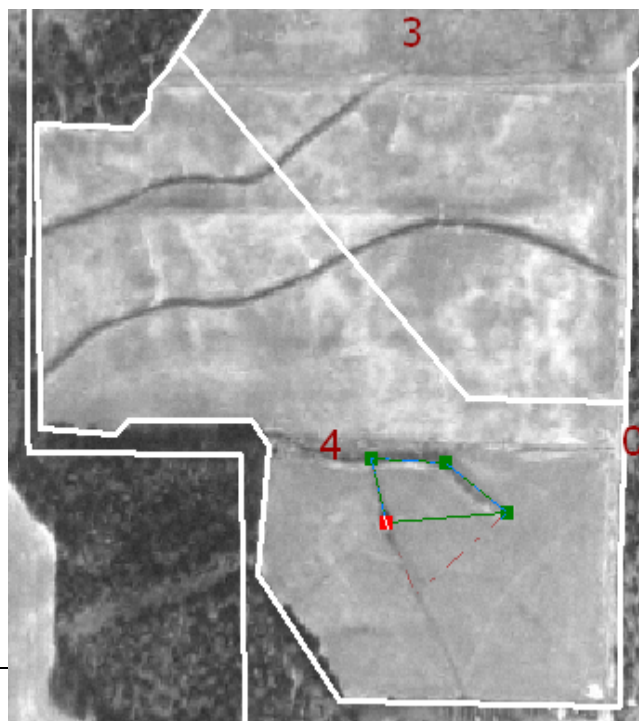
The **“Polygon Inclusion”** tool allows the user to draw an inclusion inside an existing field. The acreage in the new field is subtracted from the original field. For example, this tool can be used to remove a pond or small tree stand from a field. All inclusions must be reported in order to account for all cropland acres on a farm.

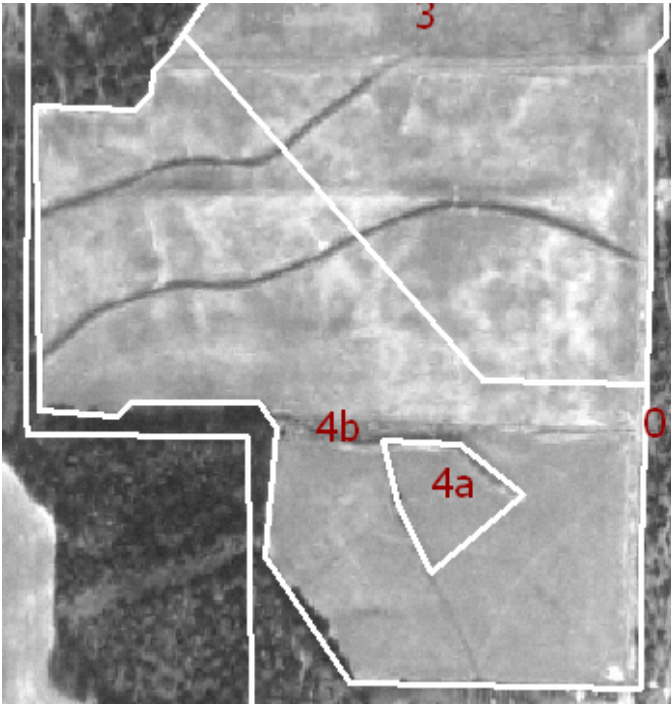
Note: Inclusions cannot cross existing field boundaries or be less than 0.005 acres in size, and cannot be drawn inside of a field numbered “0”..

Defining the Boundary

To add an inclusion to the field, use the left mouse button to add vertices around its perimeter. Click

once to add a new vertex and double-click when entering the last point to close the inclusion.

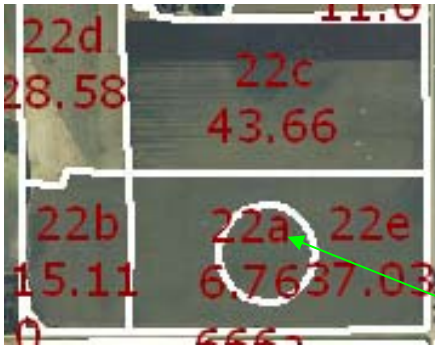




Circle Inclusion

The “**Circle Inclusion**” tool allows the user to create a circular inclusion within an existing field. To draw a circle inclusion, click on the “**Circle Inclusion**” button to activate the tool. The cursor will change to a crosshair. Place the cursor where the center of the circle inclusion is to be. Click and hold the left mouse button and drag the mouse away from the starting point. This will define the radius for the circle inclusion. When the desired radius has been achieved, release the left mouse button to finish drawing the inclusion.

Note: Inclusions cannot cross existing field boundaries or be less than 0.005 acres in size, and cannot be drawn inside of a field numbered “0”.



Example of a circle inclusion



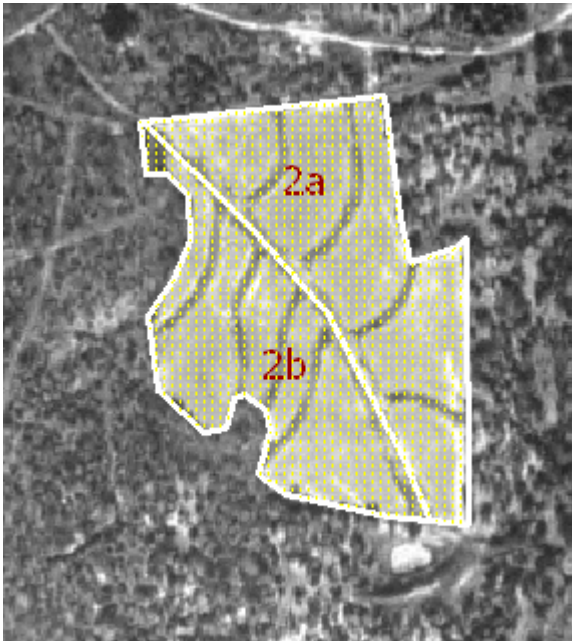
Merge

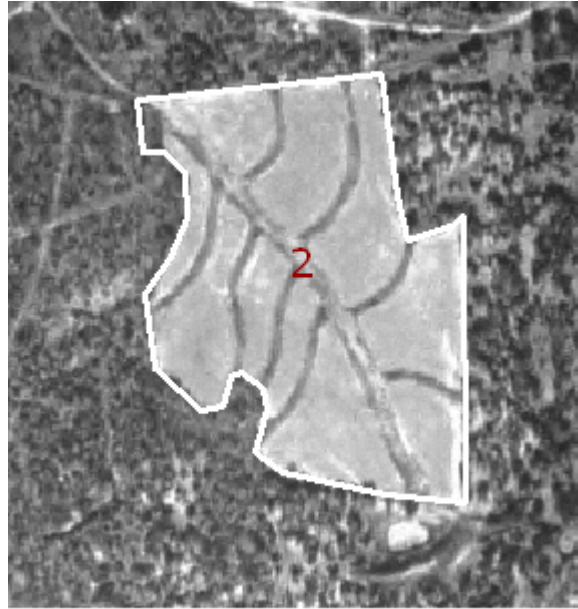
The **“Merge”** tool allows the user to combine adjacent subfields into one field. This tool will not be enabled on the toolbar unless multiple subfields are selected.

To merge two or more fields, hold down the shift key and use the **“Select Features”**



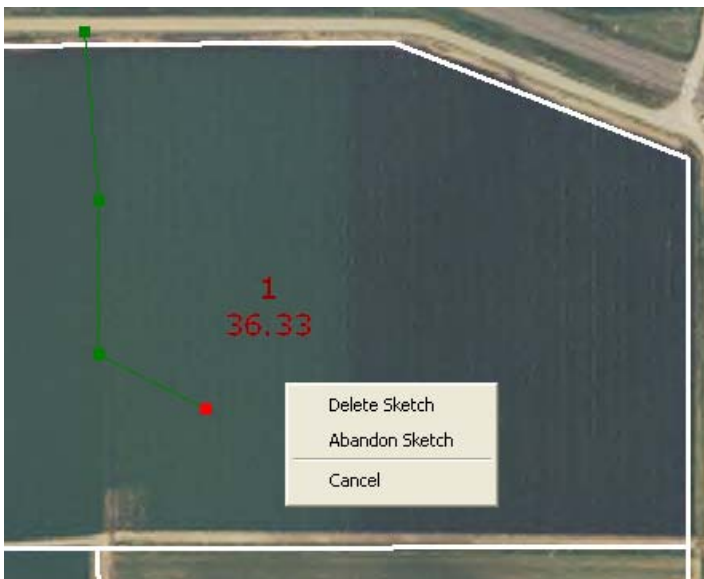
button to select the fields that are to be combined, then click the **“Merge”** button.





Context Menu

If during the process of creating a split or a polygon inclusion it becomes necessary to delete the sketch or abandon the sketch and close the current edit tool, simply right click to access the context menu.



The context menu contains three options: **Delete Sketch**, **Abandon Sketch**, and **Cancel**. To implement one of these functions, simply left click on it.


Delete Sketch will delete the sketch and the current edit tool will remain active. **Abandon Sketch** will delete the sketch and de-activate the current edit tool. **Cancel** will cancel the context menu and return to the sketch.

Note: When right clicking to access the context menu, do not right click on any part of the sketch or the context menu will not appear.

Note: Do not double click on the first vertex of any sketch. If this does happen the edit tool in use will lock up. Right click and choose “abandon sketch” from the context menu to delete the sketch and exit the current editing tool.



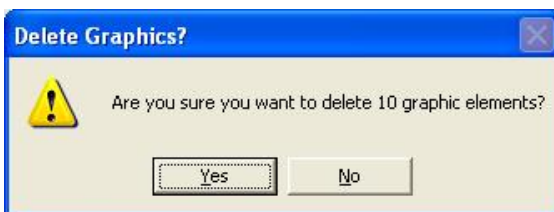
Measure Tool

The “**Measure Tool**” allows the user to create a measure graphic for determining linear distance. To activate the tool, click on the measure tool icon and a new cursor  will appear. Using the left mouse button, click on a point on the map to begin drawing a line segment. Continue clicking to add vertices to the line segment. Double-click to finish drawing the line segment. The tool then displays the actual line distance in feet within the “Interactive Measure Tool” dialog. The user then has the option to shorten or lengthen the line segment by typing in a new desired length within the dialog box. A graphic displaying the measured length of the segment will be displayed at the center of the line.



Delete Measure Graphic

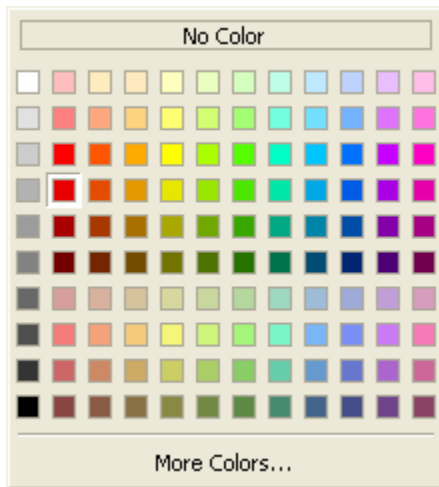
The “**Delete Measure Graphic**” tool deletes all measure graphics drawn by the measure tool. Click on the button and receive the following confirmation message box:





Toggle Label Color

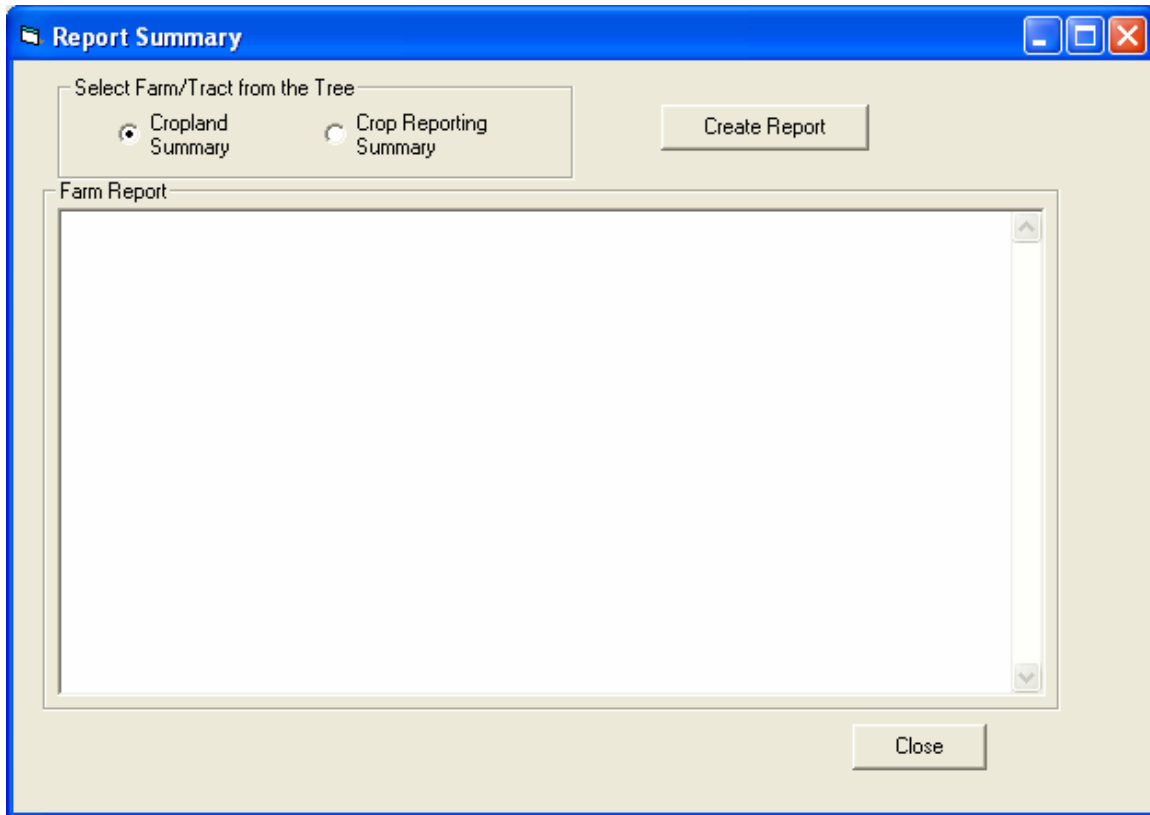
The “**Toggle Label Color**” tool allows the user to change the color of the label graphics interactively based on a predefined color palette. The user also has the option of creating a custom label color. To initiate the tool, click on the “**Toggle Label Color**” button on the Land Use toolbar. An ESRI color palette will appear and which will provide a number of predefined color choices. The “**More Colors**” button at the bottom of the color palette allows the user to create a custom color based on RGB saturation values.



XX. View Reports



To view a report, click on the “**View Reports**” button found in the Land Use Toolbar.



The “Report Summary” screen will appear providing the options to generate a “**Cropland Summary**” or a “**Crop Reporting Summary**” report. The Cropland Summary consists of a value for total cropland acres, reported cropland acres (which includes both Initial and Experimental Statuses), and cropland acres available for initial reports. The Crop Reporting Summary contains a description of each crop reported and whether it was sent to the AS/400 as well as whether it has been certified. These reports are available at both the farm and tract level. To view a report, select a farm or tract from the Farm/Tract tree, select the radio button for either Cropland Summary or Crop Reporting Summary and then click the “**Create Report**” button. To exit the report, click the “**Close**” button.

Report Summary

Select Farm/Tract from the Tree

☐ Cropland Summary
 ☒ Crop Reporting Summary

Create Report

Farm Report

Crop Reporting Summary Report

Farm # 781

	Crops	Sent?	Certified?
Tract # 640	CORN - YELLOW	N	N

Close

To print a report, right click on the report and select “**Print**” from the context menu.

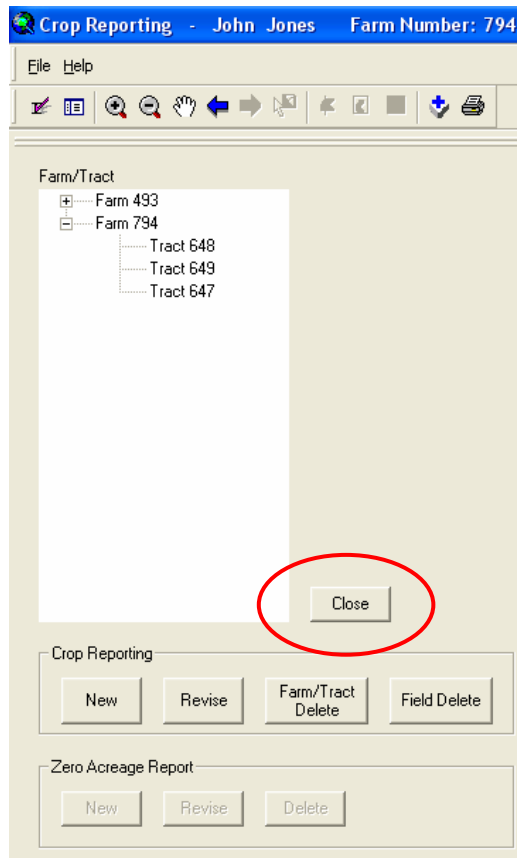
NOTE: Zero Acreage Report can be seen on a Crop Reporting Summary Report if a farm is selected on the Farm/Tract tree.

NOTE: Multiple crops will show on the Crop Reporting Summary Report if a crop is sent and certified then another crop of the same type is then reported and either not sent or certified.

NOTE: A new report can be generated for different farms or tracts by selecting a farm/tract from the tree, while the reports window is open; then click “Create Report”.

XXI. Close Crop Report

To close a crop report, simply click the “**Close**” button, to close the report.



The program will prompt the user to close the reporting session. Select “**Yes**” to close the report. Select, “**No**” to leave it open.